

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of April 25, 1989 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 8:02 p.m., April 25, 1989, in the Boardroom of the Academic Services Building. Members present were: Mmes. Muller, Northington, Valenti and Flannary; Messrs. Ciatto, Marino and Otlowski. Dr. Brinson and Messrs. Coughlin, Fox, Meszaros and Tanzman were absent. Also present were President Edwards, Freeholder Power, Mr. Hoffman and several members of the staff.

In compliance with the "Open Public Meetings Act" of the State of New Jersey, adequate notice of this meeting was provided as follows:

- (a) On November 28, 1988, advance written notice of this meeting was posted in the lobby of the Academic Services Building.
- (b) On November 28, 1988, advance written notice of this meeting was mailed to The Home News, 123 How Lane, New Brunswick, New Jersey and The News Tribune, 1 Hoover Way, Woodbridge, New Jersey.
- (c) On November 28, 1988, a copy of this advance notice of the meeting was filed with the Clerk of Middlesex County.
- (d) On November 28, 1988, a copy of this advance notice was filed with the President of Middlesex County College.
- (e) Any individual who has requested notice of this meeting has been forwarded a copy of the notice of such meeting.

Chairman Marino called for a moment of silence in tribute to Mayor Anthony M. Yelencsics who died on this date.

Mrs. Valenti moved, seconded by Mrs. Muller, that the Minutes of the regular meeting of March 21, 1989 be approved as presented. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

Mr. Ciatto moved, seconded by Mrs. Muller, for adoption of the following resolution:

WHEREAS, the State of New Jersey has cooperative purchasing services available under NJSA 18A:64A-25.9 of the County College Contracts Law applicable to the College,

NOW, THEREFORE, BE IT RESOLVED that the following contracts under \$8,400.00 be ratified under provisions of State Contracts currently in effect:

| <u>STATE CONTRACT NUMBER</u> | <u>NAME OF COMPANY</u> | <u>DESCRIPTION</u> | <u>TOTAL</u> |
|--------------------------------------|------------------------|---------------------|-------------------|
| A-82692 | BaiLar Interiors | Curtains & rods | \$1,428.00 |
| A-91184 | Gabowitz | Kitchen stove | 245.00 |
| A-82722 | Industrial Controls | Actuators | 1,012.00 |
| A-83132 | Rudy's Armature Serv. | Golf cart batteries | 783.00 |
| A-40026 | Square Elec. Supply | Fluorescent lamps | 414.00 |
| A-82689 | Zenith Data Systems | Personal computers | 4,557.00 |
| | | Total | <u>\$8,439.30</u> |

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mr. Otlowski, that contracts for Medical Supplies (Nursing 1989-90) be awarded to the following companies in the amounts listed; said amounts representing the lowest bid prices which fully met College specifications from a total of four (4) responses received.

| <u>Vendor</u> | <u>Amount</u> |
|--|-------------------|
| Wernik's Surgical Supply Metuchen, N.J. | \$1,584.86 |
| Baxter Health Care Deerfield, IL | 1,585.21 |
| Bell Drug Edison, NJ | 347.60 |
| Goodale Dover, NJ | <u>\$2,530.43</u> |
| Total | <u>\$6,048.10</u> |

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mrs. Valenti, for adoption of the following resolution:

WHEREAS, the College has previously solicited a bid for #2 Fuel Oil for the fiscal year 1987 through the fiscal year 1990, and awarded the amount of \$600,000.00 for approximately 900,000 gallons, inclusive of annual renewal options, to CPO Inc., Rahway, New Jersey; and

WHEREAS, this bid contained options for renewals up to a three-year period as allowed by NJSA 18A:64A-25 et seq,

NOW, THEREFORE, BE IT RESOLVED that a contract be awarded to CPO Inc., Rahway, New Jersey, said amount representing an option for a third year renewal for the period of July 1, 1989 through June 30, 1990, said contract not to exceed the amount of \$225,000.00.

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mrs. Valenti, for adoption of the following resolution:

WHEREAS, the College has previously solicited a bid for Unleaded Gasoline for the fiscal year 1988 through fiscal year 1990, and awarded the amount of \$20,000.00 for approximately 25,000 gallons, inclusive of annual renewal options to Raritan Oil Company, Edison, New Jersey; and

WHEREAS, this bid contained options for renewals up to a third year period as allowed by NJSA 18A:64A-25 et seq,

NOW, THEREFORE, BE IT RESOLVED that the renewal contract be awarded to Raritan Oil Company, Edison, New Jersey, representing an option for a second year renewal for the period effective July 1, 1989 through June 30, 1990, said contract not to exceed the amount of \$20,000.00.

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mrs. Muller, for adoption of the following resolution:

WHEREAS, the College has previously solicited a bid for HVAC Maintenance Contract for the fiscal year 1988 through fiscal year 1990 and awarded the amount of \$18,408.00, inclusive of annual renewal options to York International Corp., Secaucus, New Jersey; and

VOL. XXXX-90
4/25/89

WHEREAS, this bid contained an option for renewal up to a second year period with unit pricing, as allowed by NJSA 18A:64A-25 et seq,

NOW, THEREFORE, BE IT RESOLVED that the renewal contract be awarded to York International Corp., Secaucus, New Jersey, in the amount of \$18,960.00, representing an option for a second year renewal for the period effective July 1, 1989 through June 30, 1990.

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mr. Otlowski, for adoption of the following resolution:

WHEREAS, the College has previously solicited a bid for Refuse pick-up for the fiscal year 1988 through fiscal year 1990 and awarded the amount of \$47,845.32, inclusive of annual renewal options to Covino Industrial Disposal, North Brunswick, New Jersey; and

WHEREAS, this bid contained options for renewals up to a third year period as allowed by NJSA 18A:64A-25 et seq,

NOW, THEREFORE, BE IT RESOLVED that the renewal contract be awarded to Covino Industrial Disposal, North Brunswick, New Jersey, representing an option for a second year renewal for the period effective July 1, 1989 through June 30, 1990, said contract not to exceed the amount of \$52,403.28.

NOTE: Third year renewal option - \$57,334.20.

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mrs. Valenti, that a change order be authorized in the contract between the Board of Trustees of Middlesex County College and John Blair, Inc. in connection with roof replacement projects on the College campus, pursuant to the recommendation of the architectural firm of Morton, Russo & Maggio, the Director of Plant Operations and the Vice President for Finance and Operations in the amount of \$2,150.00.

| | |
|--------------------|---------------------|
| Total contract | \$548,865.00 |
| Change order | 2,150.00 |
| New contract total | <u>\$551,015.00</u> |

Additional roof penetrations on Library
Roof not included in the original contract
bid. Six roof curbs.

Labor and Material \$ 2,150.00

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mrs. Northington, that a payment be authorized to the firm of John Blair, Inc. in connection with roof replacement projects on the College campus, pursuant to the recommendation of the architectural firm of Morton, Russo & Maggio, the Director of Plant Operations and the Vice President for Finance and Operations in the amount of \$2,150.00.

| | |
|-----------------------|---------------------|
| Total contract | <u>\$551,015.00</u> |
| Payments to date | \$537,888.00 |
| Payment authorized #9 | 2,150.00 |
| Retainage | 10,977.00 |
| Balance of contract | <u>0.00</u> |
| Total | <u>\$551,015.00</u> |

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mr. Otlowski, that a payment be authorized to the firm of Hall Building Corp. in connection with the construction of the Technical Services Center, pursuant to the recommendation of the architectural firm of Rothe-Johnson Associates, the Director of Plant Operations and the Vice President for Finance and Operations in the amount of \$237,979.28.

| | |
|-----------------------|-----------------------|
| Total contract | <u>\$5,923,215.00</u> |
| Payment authorized #1 | 237,979.28 |
| Retainage @ 2% | 4,856.72 |
| Balance of contract | <u>5,680,379.00</u> |
| Total | <u>\$5,923,215.00</u> |

After discussion, the motion was unanimously carried.

VOL. XXXX-92
4/25/89

Mr. Ciatto moved, seconded by Mr. Otlowski, that a payment be authorized to the firm of DUAL Maintenance Co. in connection with asbestos abatement project in L'Hommedieu Hall, pursuant to the recommendation of the consulting firm of Weston/ATC, the Director of Plant Operations and the Vice President for Finance and Operations in the amount of \$633,840.00.

| | |
|-----------------------|-----------------------|
| Total contract | <u>\$1,885,370.00</u> |
| Payment authorized #1 | 633,840.00 |
| Retainage @ 10% | 70,427.00 |
| Balance of contract | <u>1,151,103.00</u> |
| Total | <u>\$1,885,370.00</u> |

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mr. Otlowski, that a change order be authorized in the contract between DUAL Maintenance Company and the Board of Trustees of Middlesex County College in connection with the asbestos abatement project in L'Hommedieu Hall, pursuant to the recommendation of the consulting firm of Weston/ATC, the Director of Plant Operations and the Vice President for Finance and Operations in the amount of \$+4,801.42.

Provide labor to maintain negative air machines during electrical shutdown on March 24, 1989 as follows:

| | |
|---|-----------------------|
| <u>Equipment</u> | |
| Microtraps (12 each @ \$90.00/day) | \$1,080.00 |
| Type C units (4 each @ \$180.00/day) | 720.00 |
| HEPA vacuums (6 each @ \$40.00/day) | 240.00 |
| Scaffolding (\$156.67 + 6% tax) | 166.07 |
| Office Trailer (\$26.18 + 6% tax) | 27.75 |
| <u>Labor</u> | |
| Laborers (\$493.52/shift x 2 laborers x 2 shifts) | \$1,974.08 |
| Supervisor (\$593.52/shift x 1 supervisor x 1 shift) | 593.52 |
| | <u>\$4,801.42</u> |
| Total contract | \$1,885,370.00 |
| Add change order #1 | 4,801.42 |
| New total contract | <u>\$1,890,171.42</u> |

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mrs. Muller, for adoption of the following resolution:

WHEREAS, a contract has been entered into between Middlesex County College and Centel Financial Systems, Inc. for the maintenance of the Northern Telecon SI-1-N PBX and communication system instruments in the amount of \$34,716 per annum commencing July 1, 1988 through June 30, 1990 for the total sum of \$678,352,

NOW, THEREFORE, BE IT RESOLVED that a contract for the period of July 1, 1989 through June 30, 1990 in the amount of \$34,716 be awarded to Centel Financial Systems, Inc., said sum representing a second year renewal.

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mr. Otlowski, that the following payment be authorized to the firm of Rothe-Johnson Associates for reimbursable expenses in connection with architectural services rendered for the Technical Services Center in the amount of \$194.62, pursuant to the recommendation of the Director of Plant Operations and the Vice President for Finance and Operations.

Napco Copy Graphics Printing \$194.62

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mrs. Muller, for adoption of the following resolution:

WHEREAS, the State of New Jersey has amended the County College Contracts Law NJSA 18A:64A-25.1 et seq with revised public bidding thresholds effective on January 1, 1985, July 1, 1987 and July 1, 1989,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees authorized the applicable changes to the attached revised purchasing procedures previously adopted by said Board on November 6, 1978 to comply with the amendment to NJSA 18A:64A-25.3(a) in direct proportion to the rise or fall of the Consumer Price Index for all urban consumers in the New York, Northeastern New Jersey and Philadelphia areas, as reported by the United States Department of Labor, the adjustment to become effective on July 1 of the year in which it is reported.

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mrs. Northington, for adoption of the following resolution:

4/25/89

WHEREAS, the Board of Trustees has adopted a purchasing procedure dated November 6, 1978 with revisions made in January 1983, 1985 and 1987 (see attached copy of current revision) pursuant to NJSA 18A:64A-25.1, County College Contracts Law; and

WHEREAS, the County College Contracts Law recommends that each institution publish a written statement of purchasing policy in compliance with and pursuant to Chapter 64A of Title 18A as adopted by the Board of Trustees; and

WHEREAS, the Board of Trustees adopted a written statement of purchasing policy in compliance with and pursuant to Chapter 64A of Title 18A, in a document entitled "How To Do Business With Middlesex County College" in 1985 and 1987,

NOW, THEREFORE, BE IT RESOLVED that the attached revised Purchasing Procedures and document "How To Do Business With Middlesex County College" be approved and be published as a policy statement by the College to all interested parties, subject to legal review.

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mrs. Muller, that a contract for Local Employment Agency for 1989-90 be awarded to Rotator, East Brunswick, New Jersey not to exceed \$60,000.00, said amount representing the lowest rates which fully met College specifications from a total of ten (10) received.

Unsuccessful bidders: Kelly Services
Pomerantz, Inc.
Today's Temporary
Manpower
Staff Builders
Western Temps
Executive
Eagle Services
J & J Temps

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mrs. Valenti, that contracts for dental supplies for 1989-90 be awarded to the following companies in the amounts listed, said amounts representing the lowest bid prices which fully met College specifications from a total of seven (7) responses received.

4/25/89

| <u>Vendor</u> | <u>Amount</u> |
|---|--------------------|
| Newark Dental, Kenilworth, NJ | \$ 6,839.96 |
| Patterson Dental, Carlstadt, NJ | 4,200.25 |
| Kent Dental, Inc., Aston, PA | 2,266.45 |
| John O. Butler Co., Chicago, IL | 650.20 |
| Oral Health USA, Inc., So. Plainfield, NJ | 723.64 |
| Gloves Unlimited, Inc., Manalapan, NJ | 2,040.00 |
| Total Award | <u>\$16,720.50</u> |

Unsuccessful bidder: All American Poly, Dunellen, NJ

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mrs. Muller, that contracts for athletic supplies for 1989-90 be awarded to the following companies in the amounts listed, said amounts representing the lowest bid prices which fully met College specifications from a total of nine (9) responses received.

| <u>Vendor</u> | <u>Amount</u> |
|---|--------------------|
| Metuchen Center, Edison, NJ | \$ 2,828.22 |
| Efinger Sporting Goods, Bound Brook, NJ | 848.30 |
| Levy's, West New York, NJ | 1,268.28 |
| Dugout Sporting Goods, Lindenwold, NJ | 1,547.15 |
| Route 18 Sports, East Brunswick, NJ | 410.75 |
| Aluminum Athletic, West Conshocken, PA | 178.00 |
| Sportsmaster, Pittsburgh, PA | 1,449.24 |
| Nyren Co., Northfield, IL | 766.00 |
| Total Award | <u>\$ 9,295.94</u> |

Unsuccessful bidder: Gripco, Inc., Akron, OH

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mr. Otlowski, for adoption of the following resolution:

WHEREAS, Middlesex County College contracted with SOS International, Inc. for an asbestos abatement project in L'Hommedieu Hall; and

WHEREAS, SOS International, Inc. had entered into a contract with Garden State Lighting, Inc. for the purchase of lighting fixtures for L'Hommedieu Hall; and

VOL. XXXX-96

4/25/89

WHEREAS, such lighting fixtures are a custom order and require a period of time in order to manufacture; and

WHEREAS, SOS had ordered the lighting fixtures from Garden State Lighting, Inc., placing a deposit of \$34,635.50 with Garden State Lighting, Inc.; and

WHEREAS, SOS has defaulted under its contract with the College and would not pay the balance of the monies to Garden State Lighting, Inc.; and

WHEREAS, S.O.S. has agreed to transfer its deposit with Garden State Lighting in the amount of \$34,635.50 to the College; and

WHEREAS, the College has issued a purchase order #88-3605 dated March 28, 1989 to Garden State Lighting, Inc. for the lighting fixtures for the balance due upon the contract which is \$34,844.00,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Middlesex County College that it hereby authorized the issuance of and ratifies the issuance of purchase order #88-3605 dated March 28, 1989 by the College to Garden State Lighting, Inc. for the balance of the cost of the lighting fixtures in an amount of \$34,844.00.

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mrs. Muller, for adoption of the following resolution:

WHEREAS, the New Jersey Department of Higher Education has agreed to provide a grant of two million dollars towards the construction of the Technical Services Center at Middlesex County College; and

WHEREAS, in order to obtain such funds it is necessary for the College to execute an agreement with the New Jersey Department of Higher Education in the form attached hereto as Exhibit A; and

WHEREAS, the administration is satisfied that the attachment is satisfactory in form subject to review of legal counsel,

NOW, THEREFORE, BE IT RESOLVED that the President of the College is hereby authorized to execute the attached form of contract subject to review and approval by legal counsel and the College President is authorized to make such changes as legal counsel for the College may recommend and negotiate with the New Jersey Department of Higher Education.

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mr. Otlowski, that a progress payment be authorized to the firm of Weston/ATC for consulting services in connection with the asbestos abatement in L'Hommedieu Hall, pursuant to the recommendation of the Director of Plant Operations and the Vice President for Finance and Operations in the amount of \$25,944.00.

| | |
|-------------------------------|---------------------|
| Total contract estimated | <u>\$457,000.00</u> |
| Payments to date | \$370,841.45 |
| Payment authorized | 25,944.00 |
| Balance of contract estimated | <u>60,214.55</u> |
| Total | <u>\$457,000.00</u> |

After discussion, the motion was unanimously carried.

FINANCE COMMITTEE

Mrs. Muller moved, seconded by Mr. Ciatto, for adoption of the following resolution:

WHEREAS, pursuant to S-2981, State of New Jersey, all full-time students are required to subscribe to a comprehensive health insurance plan; and

WHEREAS, the Board of Trustees of Middlesex County College has long established the position that all full-time students purchase or provide evidence of a comprehensive accident insurance; and

WHEREAS, as a means to address the availability of comprehensive health and accident insurance for full-time students, the Board of Trustees of Middlesex County College has solicited group insurance quotations for a policy to be made universally available to all full-time students enrolled; and

WHEREAS, the Pension Life Insurance Company, Valley Forge, Pennsylvania, through its agent, C.W. Bollinger, Montclair, New Jersey has presented a favorable quotation for basic and major medical and accident coverage (inclusive of \$1,000,000 catastrophic coverage) at a premium rate of \$34.60 per year,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board of Trustees of Middlesex County College does hereby name the Pension Life Insurance Company, Valley Forge, Pennsylvania, through its agent, C.W. Bollinger, Montclair, New Jersey as the carrier for student health and accident insurance for the 1989-90 year at a premium to be paid by each full-time student in the total amount of \$34.60.

After discussion, the motion was unanimously carried.

Mrs. Muller moved, seconded by Mr. Ciatto, that revised rental rates for facilities, equipment and services included in the attached list be established effective July 1, 1989 with the following provisions:

- a. A deposit of 50 percent of the estimated charges is required within 30 days after the reservation is confirmed; if a reservation is made less than 30 days before the event, the deposit is due immediately.
- b. Fifty percent of the required deposit will be refunded if the event is cancelled with seven days prior notice.
- c. A separate rental agreement will be negotiated with outside groups that represent private individuals or corporate entities.
- d. Established rental rates will apply for events using Retail Services Corporation catering services.

After discussion, the motion was unanimously carried.

EDUCATION COMMITTEE

Mrs. Valenti moved, seconded by Mrs. Muller, for adoption of the following resolution:

WHEREAS, the Board of Trustees of Middlesex County College (hereinafter referred to as the "Board") and the County of Middlesex (hereinafter referred to as the "Service Delivery Area") have entered into a contract for the operation of a program entitled, Summer Introduction to the Technologies, and the New Jersey Department of Labor, Employment and Training Administration, and pursuant to the Jobs Training Partnership Act of 1983, as amended, for the period commencing June 19, 1989 and concluding August 31, 1989; and

WHEREAS, a proposal entitled, Summer Introduction to the Technologies, has been submitted by the College administration and agreed to by the Service Delivery Area in the amount of \$60,582.00; and

WHEREAS, R.S. 18A:64A-12J grants the Board the power to enter into contracts which it deems necessary and advisable with the State of New Jersey or any of its political subdivisions; and

WHEREAS, the Board has determined that the operation of a project entitled Summer Introduction to the Technologies is consistent with the philosophy and purpose of the College,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board approves the proposal for the operation of a program entitled, Summer Introduction to the Technologies pursuant to the provisions of the Jobs Training Partnership Act of 1983, as amended, as submitted by the administration of Middlesex County College to the County of Middlesex for the period June 19, 1989 through August 31, 1989, in the total amount of \$60,582.00.
2. The Board authorizes the College President and/or her designee to execute the contract.

After discussion, the motion was unanimously carried.

Mrs. Valenti moved, seconded by Mr. Ciatto, for adoption of the following resolution:

WHEREAS, Middlesex County College intends to more fully meet the higher education needs of the persons living or working in New Brunswick and Perth Amboy; and

WHEREAS, it is necessary to identify the higher education needs for the said cities; and

WHEREAS, the College has decided to conduct a needs study of the two cities with the help of an outside consultant; and

NOW, THEREFORE, BE IT RESOLVED as follows:

That Dr. Paul Scipione, Professor of Marketing at Montclair State College and a private consultant be hired as a consultant to the project to conduct an educational needs study of New Brunswick and Perth Amboy, at the rate of \$400 a day, with the stipulation that the total compensation is not to exceed \$3,200.

After discussion, the motion was unanimously carried.

HUMAN RESOURCES COMMITTEE

Mrs. Northington moved, seconded by Mr. Otlowski, that the following list of personnel appointments and actions be approved pursuant to recommendation by the President and to the provisions of Section 18A:64A-12.

MANAGEMENT APPOINTMENT

- (a) Jane C. Bevis be appointed Administrative Assistant to the President (budget code 19-0200-126) for the time period May 15, 1989 to June 30, 1989, at an annual salary of \$28,000.00, plus an annual stipend of \$2,000.00 as Assistant Secretary to the Board of Trustees, prorated to \$3,865.00.

MANAGEMENT CHANGE OF STATUS

- (a) Michael Pepper, Chairperson, in the Hotel, Restaurant and Institution Management Department (budget code 19-2340-125) at the annual salary of \$55,128.00 be changed to Associate Professor in the Hotel, Restaurant and Institution Management Department (budget code 19-2340-110) at a salary to be determined at a later date, effective June 30, 1989.

ACADEMIC APPOINTMENT

- (a) M. Martha O'Connell be appointed Admissions Counselor, with the rank of Instructor, in the Admissions and Financial Aid Office (budget code 19-1110-112) at an annual salary of \$29,602 prorated to \$4,934, based on the effective starting date of May 1, 1989.
NOTE: This is a tenure line position.

ACADEMIC COMPENSATION

- (a) That Millicent Nicholas be approved for payment in the amount of \$60 for three (3) hours of academic advisement on January 13, 1989 (budget code 19-1120-155).

ACADEMIC ADJUNCT APPOINTMENT

- (a) Susan Chechko be appointed Adjunct Instructor in the Medical Lab Technology Department (budget code 19-2160-115) for the Spring Semester of the 1988-89 academic year, to provide coverage on March 7 and March 8, 1989 in MED 102, for a total of five (5) clock hours, at the rate of \$315.00 per contract hour, for a total salary of \$105.00.

ACADEMIC LEAVES OF ABSENCE

- (a) William Kuhl, Assistant Professor, in the Psychology and Learning Development Department (budget code 19-2270-110) be granted an unpaid leave of absence pursuant to the AFT Contract, Article V, Section 3, for the 1989-90 academic year.
- (b) Conchita Serri, Counselor, in the Admissions and Financial Aid Office (budget code 19-1110-112) be granted a leave of absence pursuant to the AFT Contract, Article V-B, Section 10, for the time period October 2, 1989 to February 6, 1990.
- (c) Michael Pepper, Associate Professor, in the Hotel, Restaurant and Institution Management Department (budget code 19-2340-110) be granted an unpaid leave of absence pursuant to the AFT Contract, Article V-B, Section 3, for the 1989-90 academic year.
- (d) Angelina Gincel, Associate Professor, in the Accounting and Legal Studies Department (budget code 19-2310-110) be granted an unpaid leave of absence pursuant to the AFT Contract, Article V-B, Section 3, for the Fall 1989 semester only.

NON-ACADEMIC APPOINTMENTS

- (a) Gwendolyn Blackmond be appointed Supply Clerk, in the Printing, Publications and Mail Services Department (budget code 19-0500-130) for the fiscal year July 1, 1988 to June 30, 1989, at the annual salary of \$11,850 prorated to \$2,112, based on the effective starting date of April 26, 1989.
- (b) Amalia Claffey be appointed Library Assistant in Library Services (budget code 19-6100-135) for the fiscal year July 1, 1988 to June 30, 1989, at the annual salary of \$8,125.00 prorated to \$1,448.00, based on the effective starting date of April 26, 1989.
- (c) Karen Johnson be appointed Student Records Assistant, in the Office of the Registrar (budget code 19-1120-130) for the fiscal year July 1, 1988 to June 30, 1989, at the annual salary of \$14,821 (\$14,275 + \$546) prorated to \$2,470 (\$2,379 + \$91) based on the effective starting date of May 1, 1989.

NON-ACADEMIC TEMPORARY PERSONNEL

- (a) Jon Coleman, at the rate of \$5.50 per hour.
- (b) Kim Volpe, at the rate of \$6.00 per hour.
- (c) Alisa Douglas, at the rate of \$5.50 per hour.
- (d) Sonya Austin, at the rate of \$6.00 per hour.
- (e) Melitta Hall, at the rate of \$5.50 per hour.

NON-ACADEMIC CHANGE OF STATUS

- (a) Robert Verry, Probationary Police Officer, in the Police Department (budget code 19-0700-165) at an annual salary of \$15,515, be changed to Police Officer, in the Police Department, at an annual salary of \$16,700 prorated to \$3,040, effective April 21, 1989.

NON-ACADEMIC COMPENSATION

- (a) That the following Police Officers in the Police Department (budget code 19-0700-165) beginning with the name James Burns, and ending with the name Robert Smith, be approved for payment in the amounts indicated below for overtime compensation during ten (10) police academy training classes, for a total amount of \$2,086.74.

| | |
|--------------|------------|
| James Burns | \$1,182.04 |
| Robert Smith | 904.70 |
| Total | \$2,086.74 |

NON-ACADEMIC LEAVES OF ABSENCE

- (a) Robert Durlock, Data Control Clerk, in the Computer Center (budget code 19-1720-130) be granted an unpaid leave of absence pursuant to the AFSCME Contract, Article VI, Section G, for the time period April 11, 1989 to May 12, 1989.
NOTE: This is an extension of a current disability leave of absence.
- (b) Josephine Miello, Account Clerk, in the Business Office (budget code 19-0310-130) be granted an unpaid leave of absence pursuant to the AFSCME Contract, Article VI, Section G, for the time period March 29, 1989 to May 5, 1989.

NON-ACADEMIC RESIGNATION

- (a) Marguerite Douglas, Department Secretary, in the Modern Languages Department (budget code 19-2200-130) effective April 7, 1989.
- (b) Doris Garsick, Department Secretary, in the Perth Amboy Center (budget code 19-2962-130), effective June 30, 1989.

GRANTS AND SPECIAL PROJECTS PERSONNEL

Appointments

- (a) Andre Cholmondely be appointed Coordinator/Teacher, Project Automated Office Skills, in the Division of Community Education (budget code 19-5200-150) for the time period April 1, 1989 to April 30, 1989, at an hourly salary of \$11.54 for thirty-five (35) hours per week prorated to \$1,615.60.
- (b) Andre Cholmondely be appointed Coordinator/Teacher, Project Automated Office Skills, in the Division of Community Education (budget code 19-5200-150) for the time period May 1, 1989 to May 31, 1989, at an hourly salary of \$11.54 for thirty-five (35) hours per week prorated to \$1,857.94.
- (c) Patricia Klatt be appointed Teacher/Coordinator, Project Parent, in the Division of Community Education (budget code 59-3297 DJ-126) for the time period May 1, 1989 to June 30, 1989, at an annual salary of \$19,280 prorated to \$4,077.15.
- (d) Maria Rivera be appointed Administrative Aide I, Project Central Regional Connections, in the Counseling and Placement Department (budget code 59-3729 FJ-130) for the time period April 3, 1989 to June 30, 1989, at an annual salary of \$14,175.00 prorated to \$3,544.45.

Temporary Personnel

- (a) Barbara Eiskowitz, at the rate of \$5.50 per hour.
- (b) Dora Bergmann, at the rate of \$5.50 per hour.

Corrective Resolution

- (a) Judy Kuperstein, Director, Learning Disabilities Program, in the Counseling and Placement Department (budget code 59-3276 FJ 126) at an annual salary of \$29,998, be corrected to (budget code 59-3730 FJ-126), for the time period August 1, 1988 to June 30, 1989.

4/25/89

Change of Status

- (a) Darlene Yoseloff, Director of Community Education and Coordinator of Project Resources (budget codes 59-3294 EJ-126, 75%, and 19-5200-120, 25%), in the Division of Community Education, for the time period March 1, 1989 to June 30, 1989, at an annual salary of \$19,200, be changed to an annual salary of \$20,640 prorated to \$7,779.24, for the time period March 1, 1989 to June 30, 1989.

Resignation

- (a) Amybelle W. Humphrey, Department Assistant, Project Care in the Institute (budget code 59-3419 BJ-130) effective April 10, 1989.

Terminations

- (a) Arlene Earle, Department Secretary, Project Community Advisement/Resource Center and Developmentally Disabled Program (budget codes 59-3406 DJ-130, 50%, and 59-3807 CJ-130, 50%) in the Division of Community Education, effective April 28, 1989.
- (b) Maria Rivera, Administrative Aide I, Project Central Regional Connections, (budget code 59-3729 FJ-130) in the Division of Community Education, effective April 28, 1989.

RETIREMENT - Confidential Staff

WHEREAS, Lucille Neumann has faithfully served Middlesex County College from September 9, 1969 to May 31, 1989 as a member of the Presidential Support Services; and

WHEREAS she has performed her duties and responsibilities capably and loyally,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accepts the voluntary retirement of Lucille Neumann as of May 31, 1989; and

BE IT FURTHER RESOLVED that the Board recognizes the significant contribution of Lucille Neumann for her years of service at Middlesex County College.

Stipend

WHEREAS, the Board of Trustees of Middlesex County College has received and accepted a grant from the State of New Jersey entitled, "Death and Technology: Health Care and Medicine in the Western World;" and

WHEREAS, as a provision of said grant, consultants are to be employed to conduct student seminars in association with the project;" and

WHEREAS, Dean James W. Reed of Rutgers College, Rutgers, The State University and Dr. Helen D. Blank of the Citizens Committee on Biomedical Ethics, Inc. have been so identified,

NOW, THEREFORE, BE IT RESOLED as follows:

1. The Board of Trustees of Middlesex County College does hereby appoint Dean James W. Reed and Dr. Helen D. Blank as consultants to conduct student seminars in association with the project, "Death and Technology: Health Care and Medicine in the Western World," on 28 April 1989 for the sum of \$150.00 each (budget code 59-3612 EJ-255).

Stipend

WHEREAS, the Board of Trustees of Middlesex County College has received and accepted a grant from the State of New Jersey entitled, "Death and Technology: Health Care and Medicine in the Western World;" and

WHEREAS, as a provision of said grant, consultants are to be employed to conduct student seminars in association with the project;" and

WHEREAS, Dr. Noah Barysh of Jamesburg, New Jersey has been so identified,

NOW, THEREFORE, BE IT RESOLED as follows:

1. The Board of Trustees of Middlesex County College does hereby appoint Dr. Noah Barysh as a consultant to conduct student seminars in association with the project, "Death and Technology: Health Care and Medicine in the Western World," on 27 April 1989 for the sum of \$150.00 (budget code 59-3612 EJ-255).

Stipend

WHEREAS, the Board of Trustees of Middlesex County College has received and accepted a grant from the State of New Jersey entitled, "Minority Access to the Professions (the Challenge Grant); and

WHEREAS, as a provision of said grant, consultants are to be employed to conduct workshops and to provide particular programmatic expertise to the project; and

WHEREAS, Mr. Victor Vega of Middlesex County College has been so identified,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board of Trustees of Middlesex County College does hereby appoint Mr. Victor Vega as a consultant to conduct An Orientation for New MAPS Scholars on 2/4/89 in connection with the project "Minority Access to the Professions (the Challenge Grant)" for a total fee of \$75.00 (budget code 59-3728 FJ-600).

Stipend

WHEREAS, the Board of Trustees of Middlesex County College has received and accepted a grant from the State of New Jersey entitled, "Project Central Connections;" and

WHEREAS, as a provision of said grant, consultants are to be employed to provide workshop consultation to the regional faculty served through "Project Central Connections;" and

WHEREAS, Mr. Will Baker, Research Director of the Orton Dyslexia Society and Dr. Jane Jarrow, Executive Director of the Association on Handicapped Student Service Programs in Post-Secondary Education, have been so identified,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board of Trustees of Middlesex County College does hereby appoint Dr. Will Baker and Dr. Jane Jarrow as workshop consultants to present a faculty symposium for the regional faculty served through "Project Central Connections" on 22 May 1989 for a total of \$250.00 each (budget code 59-3729FJ-255).

After discussion, the motion was unanimously carried.

Mrs. Northington moved, seconded by Mrs. Valenti, that the following list of individuals who have successfully completed assignments for the Institute and are entitled to payment from Institute accounts be approved, beginning with the name Barcus, Gil, and ending with the name Waintraub, Jack, (budget code 19-2990-116) for a total amount of \$22,811.

| <u>Name</u> | <u>Amount</u> |
|---------------------|---------------|
| Barcus, Gil | \$ 260.00 |
| Baretto, Sandra | 75.00 |
| Baretto, Sandra | 960.00 |
| Betkowski, Maria | 1500.00 |
| Bhatti, Nilesh | 310.00 |
| Brizula, Claudina | 630.00 |
| Brucker, William | 945.00 |
| Burke, Lillian | 807.50 |
| Fisher, May | 760.00 |
| Gladstone, Harold | 1000.00 |
| Greenfield, Antia | 525.00 |
| Herrling, John | 200.00 |
| Liefert, Jane | 420.00 |
| Luke, Reginold | 1500.00 |
| Lynch, Mary | 140.00 |
| Mango, Andrew | 208.00 |
| Maugle, Kenneth | 300.00 |
| Molnar, Kathy | 350.00 |
| Murphy, Elinor | 100.00 |
| Norman, Roberta | 2927.50 |
| Paiz, Juan | 180.00 |
| Popel, George | 1000.00 |
| Pryzgodna, Margaret | 2025.00 |
| Roque, Shirley | 200.00 |
| Russo, Anthony | 700.00 |
| Shay, Kathy | 1000.00 |
| Siegel, Sondra | 210.00 |
| Slawinski, Roberta | 500.00 |
| Stadhagen, Alberto | 104.00 |
| Taurus, Joann | 869.00 |
| Taurus, Joann | 90.00 |
| Thomas, Ellen | 75.00 |
| Urbanski, Robert | 1500.00 |
| Waintraub, Jack | 440.00 |

After discussion, the motion was unanimously carried.

Mrs. Northington moved, seconded by Mrs. Valenti, that the following Management Early Retirement Incentive Program be adopted effective this date and be included in the Management Personnel Policy Handbook:

Management Early Retirement Incentive Program

A member of the administrative staff who has attained the age of sixty (60) on or before June 30, 1989, June 30, 1990 or June 30, 1991 and who has completed at least eleven (11) years of full-time service at Middlesex County College on or before June 30, 1989, June 30, 1990 or June 30, 1991, may elect to participate in an Early Retirement Incentive Program. Administrators who elect to participate in the program must inform their supervisors, in writing, of their intention to participate on or before May 15, 1989, December 15, 1989 or December 14, 1990. The effective dates of said retirements shall be June 30, 1989, June 30, 1990 or June 30, 1991.

Administrators who elect to participate in the Early Retirement Incentive Program will receive a lump sum retirement premium in July of the appropriate year from the College in accordance with the following table:

| <u>Age (on June 30, 1989, 1990 or 1991</u> | <u>Premium*</u> |
|--|-----------------|
| 60 | 100% |
| 61 | 80% |
| 62 | 70% |
| 63 | 60% |
| 64 | 40% |
| 65 | 30% |
| 66 | 20% |
| 67 | 20% |
| 68 | 10% |
| 69 | 10% |

*Calculated by applying the indicated percentage to the 1988-89, 1989-90, or 1990-91 contractual salary.

The College will continue to provide all health benefits for retirees and family for those electing early retirement until they attain the age of 65. The retirees will pay the cost of the deposit premium to the College. When the retiree reaches the age of 65, he/she will be eligible for the insurance benefits pursuant to Article III N (Retirement Medical Benefits) of the Full-Time Management Personnel Policy Handbook.

NOTE: Eligibility for the Early Retirement Incentive Program is dependent upon the retiree's pension program enrollment. Applicants should consult the Personnel Department for eligibility details.

After discussion, the motion was unanimously carried.

Mrs. Northington moved, seconded by Mr. Otlowski, that the following personnel actions in the Division of Continuing Education and Instructional Resources for Spring 1989 semester be approved beginning with the name Kline, Jay and ending with the name Abode, Michael.

Appointment:

| <u>Name</u> | <u>Assignment</u> | <u>Compensation</u> |
|-------------|-------------------|---------------------|
| Kline, Jay | SOC 225-630 | \$570.00 |

Resignation:

| <u>Name</u> | <u>Assignment</u> | <u>Previously Authorized Compensation</u> | <u>Adjusted Compensation</u> |
|----------------|-------------------|---|------------------------------|
| Abode, Michael | SOC 225-630 | \$810.00 | 0 |

After discussion, the motion was unanimously carried.

Mrs. Northington moved, seconded by Mrs. Valenti, that the attached list of proposed courses be approved for April 1989 in the Division of Community Education, beginning with the name Bothwell, Leona, and ending with the name Weinman, Susan B., for a total amount of \$10,420.31. After discussion, the motion was unanimously carried.

Mrs. Northington moved, seconded by Mrs. Muller, for adoption of the following resolution:

WHEREAS, the firm of Mercer-Meidinger Hansen, Inc. (MMH) completed a 1985 study for the Board of Trustees of Middlesex County College which led to the establishment of the College's present management compensation system; and

WHEREAS, the College requires a follow-up study to address specific compensation concerns (see attached); and

WHEREAS, the College issued a request for proposal and received two responses to said request; and

WHEREAS, said consultation services are classified as exempt from bidding under NJSA 18A:64A-25 et seq,

NOW, THEREFORE, BE IT RESOLVED that a contract not to exceed \$18,000 plus expenses not to exceed \$2,000 be negotiated with MMH to accomplish the charges set forth in the attached.

After discussion, the motion was unanimously carried.

4/25/89

PUBLIC AFFAIRS

Mr. Otlowski moved, seconded by Mr. Ciatto, for adoption of the following resolution:

WHEREAS, the Board of Trustees of Cumberland County College has appointed an educator and administrator of academic and administrative standing, Dr. Roland J. Chapdelaine, to serve as President of the institution; and

WHEREAS, Dr. Roland J. Chapdelaine has extensively and articulately addressed the benefits to public community colleges in cooperating in various educational and policy concerns; and

WHEREAS, Middlesex County College foresees a continuing and profitable relationship between itself and Cumberland County College in advancing excellence in community college education,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Middlesex County College congratulates Dr. Roland J. Chapdelaine on his inauguration as President of Cumberland County College and pledges its cooperation in the continuing advancement of community college education in New Jersey; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Dr. Roland J. Chapdelaine and to the Board of Trustees of Cumberland County College.

After discussion, the motion was unanimously carried.

Mr. Otlowski moved, seconded by Mr. Ciatto, that Mr. Richard I. Ingram, Executive Vice President of the Association of Governing Boards, be appointed as a consultant to the Board of Trustees for its development session scheduled for May 12, 1989 in the amount of \$800.00 plus \$250.00 for traveling expenses, for a total not to exceed \$1,050.00. After discussion, the motion was unanimously carried.

Mr. Otlowski moved, seconded by Mrs. Northington, for adoption of the following resolution:

WHEREAS, Dr. Flora Mancuso Edwards was appointed President of Middlesex County College in May of 1986; and

WHEREAS, Dr. Edwards is considered to be a leader in the community college sector of higher education throughout the United States; and

WHEREAS, Dr. Edwards has represented her respective institutions as a member of the American Association of Community and Junior Colleges for the period of eleven years; and

WHEREAS, in April of 1989 the Board of Directors of the American Association of Community and Junior Colleges elected Dr. Flora Mancuso Edwards as its Chair for the period commencing July 1, 1989 through June 30, 1990,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Middlesex County College hereby expresses its congratulations to Dr. Flora Mancuso Edwards on her election as Chair of the Board of Directors of the American Association of Community and Junior Colleges commencing July 1, 1989 through June 30, 1990; and

BE IT FURTHER RESOLVED that the Board supports and endorses her leadership of the AACJC on behalf of all its college members in the United States.

After discussion, the motion was unanimously carried.

REPORT OF COUNSEL

No report

REPORT OF THE PRESIDENT

President Edwards reviewed her report, March 22 through April 25, 1989, which was provided to Board members. (Copy attached to Minutes.)

AUDIENCE

Professor Lamela requested the Board to reconsider its decision not to admit freshmen students to the nursing program for the Fall 1989 semester. She also expressed concern regarding the decision to affiliate with the University of Medicine and Dentistry of New Jersey. Professor Lamela also read a statement from Professor Arthur Peterson expressing similar concerns.

Chairman Marino stated that the Board would reserve comment at this time since litigation is in progress.

A petition was presented by two students--Ritalynn Jorge and Dave Christian--on behalf of the student body. The petition was presented in conjunction with the AIDS Awareness Program and requested installation of condom machines in campus building restrooms to help curtail the spread of AIDS. They requested a written response to the petition.

Chairman Marino announced the next meeting of the Board of Trustees has been rescheduled to May 30, 1989, due to conflict with Commencement exercises.

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There being no further business, the meeting was adjourned at 8:40 p.m.

BLANQUITA B. VALENTI
Secretary

BOARD POLICY

REVISED PURCHASING PROCEDURE

EFFECTIVE JULY 1, 1989

- A. Prepare public advertising for bids and receiving of bids for work, materials and supplies on behalf of the Board on all purchases in excess of \$9,200.00.

- B. The authority to the Director of the Department of Purchasing to execute purchase contracts on behalf of the Board for certain purchases, the cost or price for which, together with any other sums expended for work or services in connection with purchases for similar or identical materials, does not exceed \$9,200.00 during any given fiscal year.

- C. The authority to the Director of Purchasing to delegate to a staff position entitled "Buyer" the authority to make individual purchases of up to \$1,840.00 without the necessity of public bidding.
 1. In connection with the authority of the Director of the Department to execute contracts on behalf of the Board to purchase certain goods, materials and supplies with such goods, materials and supplies costing less than \$9,200.00 but more than \$1,840.00, the Director shall obtain a minimum of two (2) quotations and award any contracts on behalf of the lowest responsible quotation received which is most advantageous to the College with price and other relevant factors being considered.

 2. In the case of all purchases of under \$1,840.00 , these purchases will be made by the Buyer either through local supplier agreements or through purchases from vendors offering the lowest price after giving consideration to quality and service to the College.

 3. In the event the Director of Purchasing or the Buyer determines that the contract which they have the authority to award hereunder is not to be awarded to the vendor offering the lowest price, a written explanation of the reasons for the awarding of such contract by the Director or Purchasing or Buyer shall be filed with the contract.

resolu/7

PURCHASES UNDER NEW JERSEY STATE CONTRACT

- A. The Board of Trustees herein modifies its purchasing procedures as previously set forth in its resolution of November 6th, 1978 to provide for the execution of contracts where purchases are being made under State Contract in accordance with N.J.S.A. 18A: 64A - 25, without public advertising for bids.
- B. The Board of Trustees delegates to the Department of Purchasing of Middlesex County College the authority to prepare authorizing resolutions for the award of contracts by the Board of Trustees for Purchases in excess of \$9,200.00 without advertising for bids in the case of purchases using New Jersey State Contracts, such proposed resolutions indicating the applicable State Contract number to be utilized.
1. In cases in which the proposed purchase involves a sum less than \$9,200.00 the Director of Purchasing shall have authority to execute contracts on behalf of the Board of Trustees to acquire goods, materials or services with the Director recording on each Purchase Order the applicable State Contract number used. The Director shall have the discretion, in such cases, to determine whether or not to solicit quotations.
 2. In the event that the Director of Purchasing determines that the State Contract price of a proposed purchase exceeding \$1,840.00 is not the lowest available price but nonetheless determines to award the contract to a vendor under the State Contract, a written explanation of the reasons for the awarding of such contract by the Director of Purchasing shall be filed with the contract.
 3. All contracts under \$9,200.00 executed by the Director of Purchasing shall be reported monthly to the Board of Trustees.
- C. All contracts for an amount in excess of \$9,200.00 purchased under a State Contract shall be approved and awarded by the Board of Trustees

HOW TO DO BUSINESS WITH
MIDDLESEX COUNTY COLLEGE
REVISED COPY 1989

PURCHASING POLICY

The business procedure governing the procurement and storage, issuance, and delivery of all materials, supplies, services, and equipment required in the operation of the College is an administrative responsibility controlled by the Board of Trustees. The Purchasing Department is delegated the administrative responsibility as contracting agent by the Board of Trustees of the College for purchasing equipment, materials, supplies, and services not exceeding \$9,200.00.* All purchases negotiated with suppliers by school personnel other than the Director of Purchasing may not be honored for payment (unless previously authorized). In no instance should suppliers deliver materials for purchase or testing until a Middlesex County College purchase order has been received.

TYPES OF MATERIALS AND SERVICES PURCHASED AND/OR SUPPLIED

Education Equipment and Supplies
Maintenance Department Equipment and Supplies
Custodial Supplies and Uniforms
Safety Equipment
Contracted Services of all Types
Printing
Professional and Consulting Services
Testing Materials
General Class Instructional Materials and Supplies
Office Furniture and Equipment
Art Materials and Supplies
Audio-Visual Equipment and Materials
Physical Education Equipment and Supplies
Science Equipment and Supplies
Telephone Switchboard and Key Equipment
Security Equipment
Services and Maintenance of Fleet Vehicles
Police Security Equipment and Supplies
Data Processing Equipment and Supplies
Travel Arrangements
Dental and Nursing Supplies
Electronic Equipment and Supplies
Mechanical Equipment and Supplies
Word Processing and Supplies

*All purchases exceeding \$9,200.00 in value must be approved by the Board of Trustees including vendors authorized under New Jersey State Cooperative Purchasing.

PREFACE

The business of Middlesex County College is education.

Materials and services must be provided in sufficient quality and quantity in order that the instructional mission of the College can be carried out effectively. It is the purpose of the Purchasing Department to secure and distribute high quality goods and services at the lowest possible price consistent with the educational standards and objectives of the College.

The administrative and educational goals of Middlesex County College can best be realized when the mission of the Purchasing Department is clearly understood by all parties. Therefore, the purpose of this policy statement is not only to acquaint the staff, but also the vendors with the business procedures governing the procurement and storage, issuance and delivery of all materials, supplies, services, and equipment required in the operation of Middlesex County College.

A publication of this policy statement will also be made available for distribution to all and interested parties. In the event of any inconsistency with this policy it will not supersede any statute, state or local rule or regulation, legal advertisement, instruction to bidder issued at the time of bidding, or individual set of specifications. It should, however, establish the kind of communication and understanding between the College Community and the vendor which will result in the best dollar value return for the tax dollar.

The mission of the College Purchasing Department is successful to the degree that it secures the goods and services which best serve the educational program while returning the greatest value on the tax dollar spent.

VENDOR'S VISITATION PERMIT

It is necessary that all contracts with approved or potential suppliers originate in the Purchasing Department. Any supplier or sales person desiring to present their product to the ultimate user within the College must contact the Purchasing Department to arrange for an appointment.

VENDOR'S VISITING HOURS

Normal vendor's visiting hours to the Purchasing Department are from 9:00 a.m. until 4:00 p.m., or by appointment Monday through Friday of each week unless otherwise established.

VENDORS QUALIFIED TO SERVE MIDDLESEX COUNTY COLLEGE

Suppliers shall be responsible business organizations offering material, supplies, services, or equipment required by the college. When requested, any supplier may be required to present factual evidence of financial status and capability or other information related to whether the Bidder is responsible to supply specific commodities. The Director of Purchasing may elect to make plant visitations, check available ratings, obtain references, or other researched media as deemed necessary.

A supplier commodity file list will be maintained in the Purchasing Department for reference to specific items. Copies of each public bid will be mailed to those selected suppliers in addition to public newspaper advertisements.

SPECIFICATIONS

With the exception of contracts for construction of primary buildings, it is the responsibility of the Purchasing Department to purchase all required supplies, services, and equipment. Specifications shall be so written that broad competitive solicitation through formal bid or written quotation procedures is encouraged. Expenditures exceeding \$25,000 will require a performance bond and 10% security bid guarantee as provided by N.J.S.A. 18A:64A-25.16, but the security bid guarantee shall not exceed \$20,000 unless otherwise stated in the Bid Specifications issued by the Purchasing Department.

COMPETITIVE BIDDING PROCEDURES AND SEALED BIDS

The Purchasing Department will solicit written quotations covering the purchase of any items having an estimated net price in excess of \$1,840 but under \$9,200. If the estimated net price is less than \$1,840, verbal quotations may be requested or the purchase made through agreements developed with local suppliers from quotations or bids used to develop annual maintenance and supply contracts.

Sealed bids or special quotations will be solicited for any item or group of items that exceed \$9,200 in accordance with the provisions of the "County College Contracts Law" 18A:64A-25.1 Et. Seg. All sealed bids received will be opened at the indicated time, and any bids received after the opening time will be returned to its originator unopened. The appropriate administrators shall also review the results of each bid or quotation, and the Board of Trustees may accept or reject those in the form of resolutions for award as processed by the Director of Purchasing.

The Board of Trustees reserves the right to reject any or all bids, and/or quotation, and to accept those items deemed to be in the best interest of the College. If any bid is rejected, readvertised, all previous bid documents shall be returned including notification of the readvertisement to all previous bidders.

A written purchase order will then be issued to the lowest responsible bidder or awardee as recommended by the Director of Purchasing and approved by the Board of Trustees for Middlesex County College.

All bid security except the security of the three apparent lowest responsible bidders shall, if requested, be returned within 30 days from the opening of the bids, Sunday and holidays excepted, and the bids of such bidders shall be considered as withdrawn. Within three days, Sundays and holidays excepted, after the awarding of the contract and the approval of the successful bidder's performance bond, if any, the bid guaranty of the remaining bidders shall be returned to them. The bid opening time is defined as that specified time when valid bids must be received and read aloud by the Director of Purchasing. (There are no exceptions to this rule). Sufficient time should be allowed by all interested bid parties using U.S. Mail or other carriers, to have bid documents reach the Purchasing Department prior to the scheduled bid opening time. This includes any bids that may have been delivered elsewhere at the College and rerouted to Purchasing must also be received prior to this scheduled opening time.

ATTAINMENT OF LOWEST POSSIBLE PRICE FROM RESPONSIBLE BIDDER

The Purchasing Department shall exert every possible effort to obtain materials, supplies, services, or equipment at the lowest possible net price consistent with item specifications and required delivery dates. In order to accomplish this, it shall be necessary in all instances to accept the lowest responsible bid or quotation meeting specifications. Such information shall be stored in the Purchasing Department file for reference. The Director of Purchasing may also elect to purchase items from vendors under state contract in lieu of public bids depending on the urgency and availability of the material requirements. However, the Board must also approve those purchases under New Jersey State Contract exceeding \$9,200 in value prior to formal issuance of any purchase order.

CONDITIONS FOR ANY AWARD

The general conditions governing a purchase contract will appear on the original reverse side (vendor's copy) of the purchase order and on the request for quotation or bid. Conditions which are applicable to a specific purchase contract will appear on the back and face of the purchase order and/or request for bid, or as a separate addendum made a part of the purchase contract and so identified.

The signature of an authorized representative of the firm awarded an order must be returned on the reverse side of the purchase order thereby confirming acknowledgement and acceptance of all conditions to the Director of Purchasing. All participants in a Public Bid are notified in writing of the results in any award after final Board approval of the lowest responsible bidder.

SAMPLES

Samples, when requested by the Purchasing Department, shall be furnished free of expense. Such samples will, upon request, be returned to the vendor at his/her expense. Vendors occasionally may be asked to set up demonstrations of educational materials so that the College administrators and instructors may observe and study the latest materials available for future purchase.

STANDARD PURCHASE ORDER

All College purchases are secured by means of a standard purchase order document. In no instance should a supplier deliver materials either for purchase or on trial approval until a Middlesex County College purchase order has been issued and received.

LOCAL SUPPLIER AGREEMENTS

Many specialized maintenance materials and other products used infrequently are stocked by local distributors and therefore are not duplicated in inventories maintained by the Purchasing Department. In order to eliminate delays and reduce the need for writing large numbers of small purchase orders for these materials, a Local Supplier Agreement procedure has been developed for maintenance supplies including several educational departments requiring a fresh delivery of materials for their daily classroom work.

The Director of Purchasing is charged with the responsibility of purchasing these items, previously awarded by the bid or quotation as allowed by law and will request that selected vendors to annually quote or bid on such items. Local suppliers will be issued confirmation purchase orders after each release. These orders may be limited in total dollar amount, if required in designated controlled areas for materials and services.

All invoices submitted under this agreement must be forwarded directly to the originating department who will prepare a requisition and process it to the Director of Purchasing for approval and issuance of a confirming purchase order with applicable release numbers for each transaction.

It is believed that this procedure will eliminate time delays caused by the processing of many small orders.

PETTY CASH FUND PURCHASES

Petty cash funds have been established for minor purchases considered to be College expense. These petty cash funds are reimbursed periodically and are limited to the total dollar amount of the fund and the net price per specific item to be purchased. These funds were established in order to reduce processing costs and delays caused by writing large numbers of small purchase orders.

DELIVERIES

All deliveries shall be made in strict accordance with conditions stated on request for quotation, or bid, and purchase order. In almost every instance, most deliveries shall be F.O.B. campus location, Attention Receiving Department of Middlesex County College, Edison, New Jersey 08818. The face side of the College Purchase Order indicates specific information concerning delivery. Vendors should check this information carefully. Every delivery shall contain a packing list and the purchase order number must be listed on each package. All purchases awarded from sealed public bids cover a mandatory clause indicating that all the material is to be F.O.B. Delivered. Drop shipments made from other companies by the final awardee and resulting freight charges directly billed to the college will be backcharged to the original supplier of record, plus any unnecessary additional charges incurred by the College in receiving this material.

RECEIVING DEPARTMENT

The scheduled hours for delivery of all materials are from 8:30 a.m. to 12:00 p.m. and from 1:00 p.m. to 4:00 p.m., Monday through Friday, except holidays.

PAYMENT OF INVOICES

All suppliers should render invoices in duplicate. No invoice will be paid unless the shipment is complete. All shipping charges must be prepaid. Invoices should be mailed to Middlesex County College, Accounts Payable Department, Academic Services Building, Woodbridge Avenue and Mill Road, Edison, New Jersey 08818. Partial payment requests must be forwarded to the Director of Purchasing for joint approval by the Vice President of Finance or Comptroller provided 90% of the order is completed.

PROVIDING INFORMATION TO VENDORS

Establishing a proper climate of understanding with all vendors is a prerequisite in operating a centralized purchasing for the College. Bid information is available for examination by interested parties. However no information will be available by telephone request. All purchasing documents can be examined during normal business hours from 8:30 a.m. to 4:30 p.m. Monday through Fridays or by appointment. Requests for bid information by telephone or in writing by any interested party are directed to obtain this information in person during normal business hours, and the College copying machine is available for a charge of .25 for each copy.

LIBRARY OF CATALOGS, PRODUCT BULLETINS, AND PURCHASE AIDS

The Purchasing Department maintains a complete library of state contracts, catalogs, product bulletins, and purchasing aids which are at the disposal for all employees of the College. Material from this library is made available to school personnel upon request simply by contacting the Purchasing Department. Suppliers are encouraged to assist in maintaining this library of descriptive product data by furnishing up-to-date materials when visiting the Purchasing Department.

DISPOSITION OF SURPLUS AND OBSOLETE MATERIALS

It shall be the responsibility of the Purchasing Department to dispose of surplus or obsolete materials and supplies or equipment that no longer is needed to accomplish the educational mission of the College. Such items shall be cataloged and sold annually, or at other specified times on the following basis:

1. Items of no value.
2. Items having resale value as scrap.
3. Items that can no longer be used for educational purposes, but which retain a portion of their value and are considered salable.

Items in category (1) shall be offered to charitable, educational and civic organizations; those items which are not desired by these organizations shall be disposed of in accordance with written instructions of the Director of Purchasing.

Items in Category (2) and (3) shall be sold to interested parties at public sale, and to the highest bidder, except that in the case of perishable goods or if the estimated fair value of the property to be sold does not exceed the amount determined pursuant to N.J.S.A. 18A:64A-25.3(b) in any one sale, a public sale is not mandated. The procedures for such sale are set forth in N.J.S.A. 18A:64A-25.27(f).

If no bids are received, or if the College elects to reject all bids in accordance with the statute following a second public sale, the College may then elect to sell the goods at a private sale. In no event shall the negotiated price at the private sale be less than the amount of the highest bid rejected at the preceding two public sales, in the case in which the College has sought to sell the goods at two public sales, and provided further that in no event shall the terms or conditions of sale

be changed or amended. In the case in which the College received no bids and elected to sell at a private sale, the property may not be sold at less than the estimated fair value as defined in N.J.S.A. 18A:64A-25.27.

PERFORMANCE AUDIT

Periodic audits will be made in order to examine policies, administrative practices, procedures, and operating results of the Purchasing Department. Those performance audits shall include, but not be limited to the following factors:

1. Materials of the correct quality and quantity are being purchased, taking into consideration price, source, and delivery.
2. Duplication, waste, and obsolescence are avoided with respect to the various items purchased.
3. A competitive bid and quotation system is being maintained. Prices agree with purchase orders, formal quotations, and public bids.
4. Written quotations are solicited for all items over \$1,840 and public bids for items over \$9,200 where applicable.
5. A true businesslike relationship exists among the various departments, the Purchasing Department, and the business community.

PURCHASING DEPARTMENT
ORGANIZATION CHART
(LINE OF AUTHORITY)

BOARD OF TRUSTEES

VICE PRESIDENT
FOR FINANCE

DIRECTOR
OF PURCHASING

BUYER

BIDS & QUOTATIONS
ADMINISTRATIVE AIDE

EXPEDITING
ADMINISTRATIVE AIDE

CORRESPONDENCE
SECRETARY

INVENTORY
ADMINISTRATIVE AIDE

SUMMARY

The most current applicable New Jersey State Statute 18A:64A-25.1 et. seq. (County College Contracts Law) is followed throughout the fiscal year by the Director of Purchasing and his staff, which requires solicitation using public bid or written quotations. A monthly Board of Trustees meeting is usually scheduled on the fourth Tuesday of each month at 8:00 p.m. in the Board Room, second floor of the Academic Services Building to approve all awards exceeding \$9,200 as processed by the Director of Purchasing. Vendors will also be allowed informal hearings for any reasonable disputes that arise out of this Board purchasing policy and procedure if requested.

Prepared by Daniel A. Kasha, C.P.M., C.S.B.A.

Revised and approved by the Board of Trustees for Middlesex County College 1985, 1987 and 1989.

CODE OF ETHICS

1. To give first consideration to the objectives and policies of my institution.
2. To strive to obtain the maximum ultimate value of each dollar of expenditure.
3. To cooperate with trade and industrial associations, governmental and private agencies engaged in the promotion and development of sound business methods.
4. To demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
5. To decline personal gifts or gratuities.
6. To grant all competitive bidders equal consideration, to regard each transaction on its own merits; to foster and promote fair, ethical and legal trade practices.
7. To use only by consent original ideas and designs devised by one vendor for competitive purchasing purposes.
8. To be willing to submit to arbitration any major controversies.
9. To accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. To counsel and cooperate with NJCCPA members and to promote a spirit of unity among them.

As Approved by the New Jersey County College
Purchasing Administrators.

NON-INSTRUCTIONAL FACILITIES,
EQUIPMENT AND SERVICES

RENTAL RATES

| <u>FACILITIES</u> | <u>Full-Day</u> <u>Rate</u> | <u>Half-Day</u> <u>Rate</u> |
|------------------------------------|--------------------------------|--------------------------------|
| <u>College Center</u> | | |
| Bunker Lounge | \$140 | \$ 70 |
| Cafeteria A | 210 | 110 |
| Cafeteria B | 210 | 110 |
| Cafeteria C | 210 | 110 |
| Combined Cafeteria A-B-C | 620 | 320 |
| Gallery | 70 | 35 |
| 310 | 30 | 20 |
| 312 | 35 | 20 |
| 313 | 30 | 20 |
| 314 | 30 | 20 |
| 319 | 20 | 15 |
| 320 | 30 | 20 |
| 321 | 45 | 25 |
| Combined 319-20-21 | 80 | 40 |
| Corral Restaurant | 200 | 100 |
| Theatre | 600 | 300 |
| <u>West Hall</u> | | |
| 101 | 65 | 35 |
| 102 | 115 | 60 |
| 104 | 60 | 30 |
| 106 | 60 | 30 |
| 107 | 60 | 30 |
| Other College Facilities | \$9.00/Square Foot | |
| | | |
| <u>EQUIPMENT</u> | <u>Full Day</u> <u>Rate</u> | <u>Half Day</u> <u>Rate</u> |
| Beverage Fountains | \$10 | \$ 5 |
| Caramate | 25 | 15 |
| Color Monitor | 50 | 25 |
| Easels | 4 | 2 |
| Microphones | 10 | 5 |
| Opaque Projector | 25 | 15 |
| Overhead Projector | 25 | 15 |
| Peavy Sound System | 30 | 15 |
| Piano | 30 | 15 |
| Screen Projection TV | 50 | 25 |
| Sign Stands | 3 | 2 |
| Slide Carousel | 25 | 15 |
| Tables | 10 | 6 |
| Video Playback System(Monitor,VCR) | 75 | 40 |
| Videotape Player Recorder | 50 | 25 |
| Warming Tray Racks | 6 | 3 |
| | | |
| <u>SERVICES</u> | | |
| Weekend Administrative Services | \$10.00/hour | |

MIDDLESEX COUNTY COLLEGE
 DIVISION OF COMMUNITY EDUCATION
 PROPOSED BOARD PAYROLL

APRIL, 1989

| <u>COURSE</u> | <u>NAME</u> | <u>DATE</u> | <u>HOURLY CONTACT RATE</u> | <u>SALARY</u> |
|--|------------------------|-------------|----------------------------|---------------|
| Public Speaking | Bothwell, Leona | 4/11-4/25 | 25. | \$150.00 |
| Golf I | Brown, Fred | 4/11-5/11 | fixed | \$560.00 |
| Classical Music Appreciation | Cholmondely, Andre | 6/13-7/18 | 15.00 | \$180.00 |
| Smart Parenting | Corbo, Catherine Groff | 6/7-6/28 | 15.00 | \$120.00 |
| Typing for Beginners | Davis, Oiessa Peoples | 3/21-4/20 | fixed | \$455.00 |
| Get the Lead Out | DeAngelis, Karen | 6/21 | 35.33 | \$ 70.66 |
| Visual Communications | DiMura, J. C. | 4/18-5/30 | 15. | \$341.25 |
| First Line Management | Fischer, John | 4/4-5/9 | 25. | \$450.00 |
| Negotiating Your Way to Success | Fischer, John | 4/3-5/8 | 25. | \$450.00 |
| Improving Communication Skills at Work | Forrester, Pansy | 3/28-6/29 | fixed | \$500.00 |
| Color for Men - Dress for Success | Gorran, Gail | 6/26 | 10. | \$200.00 |
| Strategy & Tactics/Mkt | Jonas, Louis | 4/22 | 25. | \$150.00 |
| Basketball Camp | Kahora, James | 6/26-6/30 | fixed | \$1090.00 |
| Studio Portraiture | Luttkus, Rudy | 4/21-6/2 | 15. | \$341.25 |
| Improving Communication Skills At Work | Natal, Noemi | 3/28-6/29 | 12. | \$720.00 |
| Wrestling Camp | Sacchi, John | 6/26-6/30 | fixed | \$1090.00 |
| Assertiveness Training | Schwartz, Lila | 6/12-6/28 | 18. | \$324.00 |
| Networking - An Exciting Self-Directed Approach to Finding the Right Job for You | Shapiro, Randy | 6/6 | 15. | \$ 45.00 |
| Sexually Transmitted Diseases | Zaephel, Kathleen | 6/22 | 35.33 | \$105.99 |

COMMUNITY EDUCATION
 PROPOSED BOARD PAYROLL APRIL, 1989

Page 2

| <u>COURSE</u> | <u>NAME</u> | <u>DATE</u> | <u>HOURLY CONTACT RATE</u> | <u>SALARY</u> |
|---|--------------------|-------------|----------------------------|---------------|
| <u>DISPLACED HOMEMAKER CENTER</u> | | | | |
| Housing Conference | Gilkey, Bertha | 5/24 | fixed | \$700.00 |
| <u>PROJECT DDD</u> | | | | |
| Nurse Practice Act Saturday Seminar | Andres, Phoebe | 5/13 | 35.33 | \$70.66 |
| Clinical Pharmacology | Bates, Eleanor | 3/2-6/15 | 35.33 | \$1,589.85 |
| Legal & Professional Accountability Saturday Seminar | Bates, Eleanor | 5/13 | 35.33 | \$105.99 |
| Nursing Ethics Saturday Seminar | McGreavy, Veronica | 5/13 | \$35.33 | \$70.66 |
| <u>PROJECT RESOURCES</u> | | | | |
| Word Processing | Weirman, Susan B. | 4/6-4/25 | 30.00 | \$540.00 |

BUDGET SOURCES AND TOTALS:

| | |
|----------------------------|-----------|
| Community Education | \$7343.15 |
| DISPLACED HOMEMAKER CENTER | \$ 700.00 |
| PROJECT DDD | \$1837.16 |
| PROJECT RESOURCES | \$ 540.00 |

Grand Total \$10,420.31

I. Position Grade Level Appeals

The 1985 Mercer Meidinger Hansen (MMH) study which included an appeal process will continue to serve as our base. No secondary appeals should be considered unless:

1. The position has been created since the MMH study, or
2. The position has changed substantially since that study. "Substantial change" would require one of the following:
 - a) New areas of responsibility were added, and/or
 - b) the nature of the field/position has grown substantially more complex.

ACTIVITY 1 - The College will do an initial screening as to the "substantial change" criterion, a procedure which will limit the number of appeals reaching the consultant. Since the actual number of appeals to be considered by the consultant is an unknown, a price schedule must be developed based on a minimum of ten appeals and a maximum of forty.

The consultant will not be asked to redo job descriptions. Rather, those descriptions will be changed internally, any changes providing input to the consultant in reevaluating the position.

The "substantial change" decision would be made through a review by two levels of supervisors as would any changes in job description.

II. Merit System

In 1985 MMH structured an administrative merit system proposal for Middlesex County College. The following year the proposal was implemented as recommended. With very few exceptions no staff were hurt, those not cited for merit being held harmless in that they received the standard, anticipated salary increases. They accounted for about half the unit. The other half received merit bonuses at one of two levels. This would seem to have been the best of all worlds - no one hurt, many helped. Yet the reaction was not positive among administrative staff. Even many who received bonuses felt the process was extremely divisive and should be discontinued.

ACTIVITY 2 - The consultant will first analyze the handling of the merit system in 1986 through interviews with key administrative staff. Focus group sessions will be conducted to provide input from various management levels. A survey of staff may or may not be required to complete the picture. The consultant will use that input in developing recommendations regarding:

1. Was the procedure as divisive as has been suggested?
2. Can we isolate components of that system that may have generated the negative reactions?
3. What alternative systems, if any, could effectively address those problems and still meet the Board's objective of encouraging excellence through the compensation structure? Included among alternatives considered should be a system of periodic "promotional" reviews comparable to the promotion in academic rank system for academic administrators.
4. Which of those systems considered does the consultant believe has the greatest likelihood of overcoming the inherent resistance and proving successful? How likely is that outcome?

III. Compensation Structure for Academic Department Chairpersons

Two problems have been identified that relate to the position of academic department chairperson. First, the chairs are presently spread over three different grade levels, a result of the earlier MMH study. That has not been received well by some, though it must be stated that others considered it inequitable to have all chairs at one level, the situation prior to the MMH study.

The second problem deals with the relationship between the chairperson position and all other administrative positions. Significant differences do exist.

1. Chairperson is a ten-month position, while other administrative positions are twelve-month.
2. Chairpersons accrue no vacation time nor receive floating holidays, though they can schedule time off, particularly during holiday periods, with the approval of the dean. Other administrators accrue vacation leave and are accorded floating holidays. Any day off must fit into a specific leave category, reducing the balance in that category accordingly.
3. Chairpersons teach as part of workload. (Teaching within the faculty unit assumes a reduced workload for classroom preparation, but that is not the case with chairs.) Other administrators have no teaching assignment as part of workload.
4. Chairpersons have typically moved into that position from the faculty ranks and can (and in many cases eventually do) move back into the bargaining unit at will. With few exceptions that is not the case with other administrative positions.

Are these differences so significant as to warrant removing the chairs from the otherwise twelve-month administrative salary grade structure? If so, what alternate structure should be established.

ACTIVITY 3 - The consultant will investigate models used at other institutions, particularly community colleges. Direct input will also be sought from present MCC chairpersons. Compensation models will be presented with an assessment of strengths and weaknesses for the MCC environment and a final recommendation will be made as to the model best suited to our specific set of circumstances.

Among those models considered should be, at one extreme, a basic faculty-salary-plus-stipend model. Within that model consider both common stipends for all chairs and variable stipends based on a set of criteria to be included in the formulation of the model. Should stipends be fixed for extended periods of time or should they increase on an annual basis? Should they be folded into salary or stand apart clearly as a stipend?

At the other extreme should be the present model of full integration into the general administrative salary structure, with a specific recommendation concerning the possibility of compressing the present three levels down to two or even one.

IV. Correlating Faculty and Administrative Compensation

Middlesex County College has regularly given administrative staff annual salary increases comparable in the aggregate to the negotiated faculty settlement. Is that practice the norm in higher education, particularly in the community college sector?

ACTIVITY 4 - Conduct a regional study of the relationship between administrative and faculty compensation in higher education, with emphasis on community colleges, including a review of the manner in which annual increments are handled.


The consultant will delve beyond simple parallelism between faculty and administration taken as whole units, and consider the salary correlation between faculty and the various components of the administrative unit. For example, is the correlation high for those positions most similar to faculty (e.g., academic department chairperson) but not as high for non-academic administrative positions?

MIDDLESEX COUNTY COLLEGE

MEMORANDUM

DATE: April 25, 1989

TO: Members of the Board of Trustees

FROM: Flora M. Edwards, President 

SUBJECT: Report of the President
March 22, 1989 - April 25, 1989

The month of April saw a number of important developments at the College.

Work on the restructuring of the nursing program continued with a series of meetings with representatives of the University of Medicine and Dentistry of New Jersey and Rutgers University on March 17th to review the role that each of our institutions will play in the re-structured program. In addition to meeting with faculty and staff, I attended a meeting with Dr. Man Wah Cheung, the Executive Administrator at Roosevelt Hospital, to review our plans.

On April 20, we received the results of the Licensing Examination. Of the 34 students who took the examination for the first time, 13 passed (76%) and of those who sat for the examination for the second time, 10 passed (59%), resulting in a cumulative pass rate of 68%. Needless to say, we are pleased for our program graduates and congratulate them on their success. However, a passing rate of 1% above the minimum standards of the State Board, when considered within the context of overall performance record of the program, should not materially change our plans and commitment to develop an alternative through which we can insure both greater consistency and higher performance levels.

Also, in the area of Academic Affairs, I am pleased to report that the statewide review of basic skills programs indicates that on all criteria our basic skills effort has consistently proven itself to be one of the best in the State. Needless to say, we are justifiably proud and should congratulate Santi Buscemi, Bob Urbanski and the faculties of the English and Math departments on their fine achievement.

In the area of Human Resources, this month we learned that Michael Pepper, Chairman of our Hotel, Restaurant and Institution program, will be leaving us to join the staff of Transylvania University in Lexington, Kentucky. Michael's dedication over the past 20 years has built our HRI program and has brought it national recognition. He will be sorely missed. I know you join me in wishing him the very best as he goes on to face new challenges in his new position.

I am pleased to report that the search process for the Administrative Assistant to the President/Assistant Secretary to the Board, has reached a successful conclusion. Selected from a pool of 55 applicants, Mrs. Jane Bevis comes to us from Hahne's Department Stores where she served as Assistant to the Chief Executive Officer. She will be joining us on May 15. I am sure she will be a welcome addition to the College. The search for the Executive Director of Human Resources and Administration is also proceeding apace. The deadline for receipt of application is May 4, at which time the Search Committee, headed by Warren Kelemen, will begin the interview process.

An important initiative in the area of human resources is about to begin. As you know, approximately four years ago, the College completed a study of its administrative compensation structure. It is appropriate at this time to update the classification structure, review the merit based plan it proposed and examine the classification of academic chairs within the framework of the entire system. To that end a proposal has been developed and shared with the Human Resources Committee of the Board and is presented for implementation in the coming months.

Work also continues this month in the preparation for the hearings on the report of the 3E Commission scheduled for May 8. The document has been disseminated throughout the campus and has been placed on the agenda of department meetings. In addition, on April 10 I met with the leadership of the College Assembly to discuss the report and was pleased to be interviewed by Quo Vadis and to invite student input.

The FY '90 budget was the focus of a great deal of attention this month. On March 22, we hosted meetings of the Financial Policy Committee, a Budget Strategy working group and a meeting of the Legislative Committee of the Council of County Colleges. On April 11, I attended the hearings of the Senate Finance Committee followed by dinner with the Chair of the Committee, Larry Weiss. On April 13, Jim Marino and I met with Assemblyman Bob Smith.

At this point, the revenue projections do not suggest significant improvements in State support and even threaten further reductions. The FY '90 higher education coalition (copy of which is attached) will continue to be the focus of our efforts through the end of

the fiscal year. Earlier today I met with the leadership of our collective bargaining agents and with student leaders to provide an update on our current fiscal situation and to urge their active participation in working with the Legislature to press our need for an adequate base of support. Lastly, I have prepared and distributed a statement for the entire campus community outlining the status of the budget process (copy attached).

Other news from Trenton brings us the formation of the Asbestos Advising Committee formed by the Board of Higher Education. Our own abatement project in L'Hommedieu Hall finally appears to be progressing on schedule with completion scheduled for this June. On April 18, I toured the second floor and am heartened by the progress made despite the interminable delays.

Two other items of interest include a new statewide Task Force on Reorganization which I have been asked to chair and the proposed regulations on governance in the county colleges which have been posted for comment.

As the semester draws to a close, we continue to actively recruit the 1989 Freshmen class. Given the 6% decline in the high school senior class, the challenge before us becomes even greater. On April 23 we held an Open House, drawing over 400 potential applicants.

This month also provided us with an opportunity to recognize student achievement. On April 12 we held the co-op recognition lunch for co-op students and their employers in science and engineering, and on April 18, we gave awards in Social Sciences and Humanities, recognizing the first graduates of our new liberal arts honors program. The highlight of the semester was, of course, the induction ceremony for Phi Theta Kappa. It was a truly moving ceremony and provided us with the opportunity to reflect on our accomplishments as an academic community. This year we had the additional privilege of acknowledging Douglas Boninsegna as a national distinguished student scholar. I know you join me in congratulating Douglas for his achievements.

In the area of institutional advancement, on April 5, we held an Open House to announce the new facilities of the Institute and to inaugurate the Center for the Advancement of the Regional Economy. The event was well-attended and demonstrated the strong and positive linkages the College has with its corporate partners. On April 26, we will hold a ground breaking ceremony for the Technical Services Center which promises to be a very exciting event.

This month saw the last two Foundation Ball lunches for the year, hosted by Squibb and the Federal Business Centers respectively. The Ball is scheduled for Saturday, April 29th. It promises to be a truly memorable evening.

Other activities associated with institutional advancement included conferences on Aids, Drug Prevention and a week of activities designed to promote intercultural understanding. Ethnic Heritage Week ended on April 10 with a dinner at the Spain Inn in Piscataway.

April also saw a number of speaking engagements and other professional activities. I delivered keynote addresses at the Co-op convention in Atlantic City on April 4 and at the Leadership Conference Committee of the School of Business at Rutgers University on April 6, and addressed the congregation of La Asuncion Church in Perth Amboy. The last week of March was the Annual AACJC Convention where I presented a paper as did Professors Fedorko and Roth. I am especially pleased to announce that at that meeting I was elected Chair of the American Association of Community and Junior Colleges for the coming year. It was an excellent convention at which we were joined by President and Mrs. Bush for a luncheon meeting.

In addition to chairing weekly meetings of the Executive Council and teaching my class, other on-campus meetings included hosting visitors from England, hosting a meeting of the At-risk Youth Task Force, a meeting with Pat Vaccaro on a number of personnel issues, attendance at the hearings of the Task Force on Academic Excellence, an Open Forum and a meeting with Paige L'Hommedieu regarding possible linkage with Middlebury College in Vermont, and two interviews with Quo Vadis regarding my role in AACJC and on the issue of recycling.

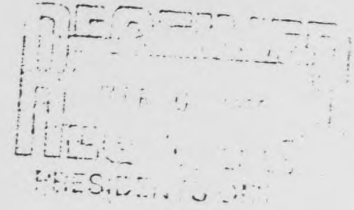
Board activities this month included meetings with Jim Marino and Tom Fox.

Other off-campus activities this month included attendance at a dinner of the New Jersey Council on Economic Advancement honoring Bob Campbell of Johnson and Johnson, the YWCA dinner, a meeting with Penny Lattimer regarding the potential role of Crossroads Theatre in promoting cross-cultural understanding, and a meeting with Richard Casale of the New Brunswick Hyatt in an effort to marshal additional resources for the integration of computer application into the HRI program. A bit further off-campus, April 24 was spent in Puerto Rico where I conducted a workshop on accreditation for the administration of the University of Puerto Rico.

(1962)



STATE OF NEW JERSEY
DEPARTMENT OF HIGHER EDUCATION
CN 542
TRENTON, NEW JERSEY 08625



OFFICE OF THE CHANCELLOR

MEMORANDUM
April 4, 1989

TO: Presidents:
New Jersey State Colleges
Rutgers, The State University
University of Medicine and Dentistry of New Jersey
New Jersey Institute of Technology
New Jersey County Community Colleges
Association of Independent Colleges and Universities
of New Jersey

Executive Directors:
State College Governing Boards Association
County Community College Presidents Association of
New Jersey

FROM: T. Edward Hollander, Chancellor
Department of Higher Education

SUBJECT: FY1990 Higher Education System Budget Coalition

This memorandum is to thank you for your continued support and participation in the development of the higher education coalition request. I have attached for your information a copy of my memorandum to the Governor on this subject. I would again caution that state revenue projections are uncertain at this time and even the amount recommended by the Governor is not assured. However, we should be positive in our pursuit for restoration in the event that funds become available.

If you have questions on this matter, please contact me.

Attachment

cc: Chief Financial Officers:
New Jersey State Colleges
Rutgers, The State University
New Jersey Institute of Technology
University of Medicine and Dentistry of New Jersey



STATE OF NEW JERSEY
DEPARTMENT OF HIGHER EDUCATION
CN 542
TRENTON, NEW JERSEY 08625

OFFICE OF THE CHANCELLOR

MEMORANDUM

TO: Governor Thomas H. Kean
FROM: T. Edward Hollander, Chancellor
SUBJECT: FY1990 Higher Education System Budget Coalition
DATE: March 29, 1989

This year, as in the past, the leadership of the higher education community has come together to develop a unified position for the FY1990 higher education budget as it moves through the legislative process. This collaborative arrangement minimizes competition for additional funds within the higher education community and enables all sectors to benefit from the process if additional funds become available.

The FY1990 budget recommendation of \$1.0 billion for the higher education system reflects a reduction of \$33.8 million from the FY1989 adjusted appropriation. I firmly believe that higher education plays an integral role in the development of an educated citizenry and skilled workforce, and I view the \$33.2 million request of the coalition as an investment in our state's future. I believe the coalition request represents a reasonable attempt to sustain our momentum toward excellence while remaining mindful of the state's fiscal circumstances. It would be unfortunate, indeed, to lose ground when we are well on our way to accomplishing our objectives for the higher education system. We recognize the uncertainty of the revenue projections for the state but are hopeful that additional funds will become available.

Attached is a list of the Higher Education Coalition's recommendations for additional funding. The recommendations reflect a continuing response to your concerns and to the Board of Higher Education's dual goals of access and excellence. If you have any questions on this matter, I would be pleased to provide additional information.

Attachments

CC: Edward R. McGlynn, Chief of Staff
Deborah Poritz, Chief Counsel to the Governor
Jean Bogle, Budget Counsel to the Governor
Brenda S. Davis, Director of Policy and Planning
Richard B. Standiford, Director and Comptroller, (OMB)
Michael Ferrara, Director of Budget (OMB)
Bruce Perelli, Section Supervisor of Budget Operations (OMB)
Barbara Hutcheson, Assistant Counsel to the Governor for Budget

Recommended
Increase
\$ 7,000,000

TUITION AID GRANTS

The Tuition Aid Grant (TAG) program provides tuition awards to approximately 37,000 needy students and is the largest source of financial assistance available to New Jersey students. Tuition awards are increased annually for this program to "hold harmless" needy students from tuition increases. For FY1990, the Board of Higher Education has approved a TAG award table of \$66.9 million to provide the neediest students with full public tuition awards or \$3,700 at independent institutions. This table assumes an average tuition increase of 10% in the public sector and a \$400 increase in awards for students at independent institutions.

The Governor's recommendation of \$56.3 million, together with \$1.9 million in federal State Student Incentive Grant (SSIG) funds and approximately \$1.8 million in FY1989 balances, provides only \$60 million for FY1990 TAG awards. Without the additional \$7.0 million, the state could not maintain its commitment to hold harmless needy students from tuition increases. Awards for all 37,000 students would have to be reduced. Using the reduction methodology currently on file with the legislature, 18,100 students with average family incomes of approximately \$12,700 would have their awards reduced by \$50; the remaining 19,000 students would have their awards reduced by \$310 (see Attachment A).

Recommended
Increase
\$ 3,150,000

EDUCATIONAL OPPORTUNITY FUND

The Governor's recommendation of level funding for the EOF program will result in reduced opportunities for minority and disadvantaged students. Without the opportunity to participate in the EOF program, many students would not survive the critical freshman year experience. Level funding also would impede the state's efforts to retain minority students by reducing the support systems that have been developed to achieve and sustain the progress in minority retention.

Article III Student Grant Funds: \$1.3 million

Restoring \$1.3 million in EOF Article III funds will enable 460 new students to be enrolled in the summer program. 300 EOF students, who otherwise would have to be dropped, would be able to continue enrollment in the academic year program and provide funds for an additional 500 students for the 1989-90 academic year. Services including tutoring and peer counseling would be restored for those EOF students continuing in the program.

The summer program plays a critical role in the student's ability to successfully complete his/her college degree. The restoration will help maintain the same level of quality programs by meeting the ever-rising costs associated with summer program attendance. Because of inflation, the program does not normally have sufficient funds to fully fund the full room and board cost of our summer students. The restoration, however, will lessen the gap between the actual cost and what we are able to fund.

Article IV Program Support Funds: \$1.1 million

The proposed restoration of \$1.1 million in EOF Article IV funds will permit us to proceed with planned activities for the 1990 fiscal year. Approximately 500 students would benefit from a full array of instructional, tutorial, and counseling services. Failure to provide a complete variety of services would likely lead to many of these students dropping out of college. In addition, we would begin to expand the successful retention initiatives at the senior institutions. A portion of the restoration would be used to provide research experiences for undergraduate students to stimulate their interest in pursuing majors and careers where minority and disadvantaged students are severely underrepresented.

Non-EOF Minority: \$750,000

Our data indicate that the retention and graduation rates of non-EOF minority students fall well below that of white and EOF students, and that these students require the same type of academic support services provided to EOF students. The restoration of \$750,000 would minimally provide further extension of EOF type support services to 2,000 non-EOF minority students. In addition, ten colleges would be able to initiate human relations development programs to lessen racial and ethnic tensions on campus.

Recommended
Increase
\$ 750,000

PRE-COLLEGE ACADEMIC PROGRAM

Some time ago, the higher education community accepted the challenge and the responsibility of helping this state's young people foster academic achievement and of strengthening students' aspirations for college. We established pre-college academic counseling, tutorial and mentoring programs that serve 2,800 urban youth annually and prepare students for high-technology careers where minorities have been underrepresented.

Based upon the FY1990 budget recommendation, 220 students now enrolled in the pre-college academic programs around the state would be dropped from the program. The restoration of \$250,000 would enable the program to return these 220 students to the program, and \$500,000 in additional funding would be used to serve 380 new students. Therefore, the program would provide services to students participating in "I Have A Dream" and similar programs and support new and expanded programs for high-achieving urban students.

The coalition request for the Pre-College Academic Program carries significant symbolic value to the higher education community. Additional funds for this item and the coalition request for additional EOF funds will be an important signal regarding our commitment to the goal of increasing minority participation in the higher education experience.

Recommended
Increase
\$ 4,201,000

STATE AID TO COUNTY COMMUNITY COLLEGES

The Higher Education coalition supports a restoration of \$3.2 million in operating aid for the nineteen county community colleges. This restoration is essential to continue progress toward the goal of a state and county partnership in support of these important institutions. The county community colleges enroll more than half of the students of higher education in New Jersey. As the "open door" segment of New Jersey higher education, the colleges enroll a diverse population with more minority and part-time students than any other sector of higher education. Without the necessary resources, the nineteen colleges will respond in various ways to curtail student services, reduce the

number of staff members, increase class size, and increase tuition and fees to achieve balanced budgets. The \$3.2 million increase in operating aid would mean additional progress in areas such as minority recruitment and retention, outcomes assessment, and services to local business and industry.

The coalition has also called for reinstatement of \$1.0 million in state aid for minor capital projects. There is a tremendous need for the colleges to replace, maintain, and upgrade equipment especially in the many technical program areas. The funds will be matched by the counties resulting in an investment of \$2.0 million in the resources necessary for our county community colleges to achieve excellence.

Recommended
Increase
\$ 485,000

AID TO INDEPENDENT COLLEGES AND UNIVERSITIES

The public interest is clearly served by assisting independent institutions in their mission of providing quality educational programs to the residents of New Jersey. In FY1989, the state appropriation for the independent sector was \$24,290,000 or 95.4% of the formula designated in the Independent College and University Assistance Act (ICUAA). The Governor's FY1990 budget recommendation of \$23.8 million represents a decrease of \$485,000 below the FY1989 appropriation (85.9% of formula). Our recommendation for an additional \$485,000 would fund the independent sector at 88.1% of formula.

One of the contributions of the independent sector has been a demonstrated commitment to reversing the trend of declining black and Hispanic enrollment. The sector has developed strategic plans to improve minority student access to independent colleges and to assist those students who enroll to realize the greatest possible benefits from their educational experience. Since the majority of independent institutions use the aid act dollars for institutional financial aid, this restoration is equal to 133 Tuition Aid Grant (TAG) awards for the neediest students or the average institutional support for over 240 Educational Opportunity Fund (EOF) students in the independent sector. The restoration of \$485,000 would enable the independent institutions to hire the equivalent of 16 full-time faculty members or provide 42 full tuition, room and board scholarships.

Recommended
Increase
\$ 750,000

CHALLENGE TO THE INDEPENDENTS

The Governor's Challenge Grants, especially those to our independent colleges and universities, have made New Jersey a center of national attention in the funding of higher education. The reduction in the challenge grant program, although difficult to quantify, is no less a concern for the independent sector. The \$15.0 million originally proposed by the Governor would have provided between 6-10 of the colleges (depending on the award amounts) with the extraordinary opportunity to achieve a new level of quality and excellence. Four independent institutions (Fairleigh Dickinson University, Bloomfield, St. Peters, and Westminster Choir College) were awarded funds in FY1989 and have already begun to implement programs that will have a major impact on each of the institutions as well as on a significant number of New Jersey residents. A portion of the funds necessary to fully fund these programs is to come from the FY1990 appropriation and thus the successful implementation of these challenge grants depends on the restoration of \$750,000.

Recommended
Increase
\$ 591,500

FAIRLEIGH DICKINSON UNIVERSITY SCHOOL OF DENTISTRY

FY1990 will be the thirteenth year of state subsidy under a contract between the Board of Higher Education and Fairleigh Dickinson University School of Dentistry. Under the terms of the contract, funding is split into two parts, a base level of \$4,050,000 (the FY1983 appropriation) and capitation increases over the base for all New Jersey resident dental students and all graduate dental specialty students. Both the enabling legislation and the contract stipulate that the state cannot exceed 90% of the School of Dentistry's operating deficit. Fairleigh Dickinson University Dental School has for many years, at great expense to the University, helped to provide the state with the dental manpower needed and also provided much needed clinical and outreach dental services to the Hackensack and Paterson communities. The Governor's recommendation of \$3,551,000 would fund 53.8% of the projected operating deficit of \$6,598,240. The FDU Board of Trustees recently announced that the university has begun the consultative process with its faculty to consider the discontinuance of its dental school. If the University does decide to discontinue the dental school it will incur extraordinary expenses in meeting its contractual commitments to the dental school faculty. If the University decides to continue its dental school, the \$591,500 restoration of funding would be applied toward its operating deficit, but the future costs to the state and the university would be considerable. Given the drop-off in enrollment and the adequate supply of dentists for the foreseeable future, the state should not continue to fund two dental schools.

Recommended
Increase
\$ 9,000,000

CAPITAL

Capital appropriations in the past several years have enabled our institutions to address only their most critical capital renewal and replacement (CRR) projects. The annual appropriations have not been adequate to reduce the backlog of deferred CRR construction. Our facilities continue to age. Significant increases in state funding on an annual basis will be required to maintain properly the physical plants at our senior public colleges and universities.

Last year, New Jersey's senior public institutions identified CRR needs of \$161.7 million over the next seven years. The Board of Higher Education recommended funding for \$35.9 million of these needs for FY1990. Our strategy had been to fund these needs from a variety of sources, including annual state appropriation and the \$45 million renovation and rehabilitation fund in the Jobs, Education and Competitiveness Bond Act of 1988. There is an expectation that each \$1 of bond funds will be matched with \$.50 institutional funds. Department staff are working with staff in Treasury to determine the feasibility of structuring the \$45 million renovation and rehabilitation fund as a revolving fund. In order to complete 80% of these projects by 1995, our institutions would require \$12 million capital appropriation each year with the \$45 million renovation and rehabilitation fund structured to turnover every five years. In order to complete 95% of these projects by 1995, the \$12 million would have to be increased by \$3 million every three years.

The Governor's recommendation for no increase in funding will impede the preservation of the state's \$2 billion investment in campus facilities. It is imperative that we complete annually as many of these projects as we can. Therefore, the coalition requests the restoration of \$9.0 million for the highest priority CRR projects not recommended for funding. A listing of projects is shown in Attachment B.

Recommended
Increase
\$ 250,000

MARINE SCIENCE CONSORTIUM

The New Jersey Marine Sciences Consortium, an alliance of 28 colleges and universities located in New Jersey, New York, and Pennsylvania, serves as an agent for research, education, and public service on issues relating to marine and coastal areas of the mid-Atlantic. The Consortium's strength lies in the

aggregate talent of the member institutions. The Consortium provides trained technicians, equipment, laboratories, and a research fleet to assist member institutions in research and training activities. The Consortium's teaching and research programs -- undergraduate, graduate, and pre-college -- address the Board of Higher Education's goals of improving undergraduate education, increasing minority student participation, strengthening community college education and increasing higher education's contribution to New Jersey's economic development.

In January, a federal site visit team concluded that the Consortium's programs, administration, and governing board are worthy of Sea Grant College status. The coalition request recommends a critical restoration of \$250,000 to be used to provide necessary Sea Grant matching funds and continue Consortium operating support. A cut of the magnitude proposed threatens the Consortium's existence in several ways. The Consortium would not be able to maintain current staff lines and still meet the requirement for Sea Grant match. In addition, outreach programs to minority and urban youth and undergraduate and graduate student research activities would have to be scaled down dramatically. Without the coalition request the Consortium's viability and its designation as a Sea Grant College are seriously jeopardized.

**Recommended
Increase**
\$ 3,145,500

RUTGERS, THE STATE UNIVERSITY
GENERAL UNIVERSITY/AGRICULTURAL EXPERIMENT STATION

Rutgers, The State University is rapidly becoming one of the nation's leading public research universities. Rutgers' growing stature was confirmed recently by the University's selection to the prestigious Association of American Universities. The institution has taken significant steps to build excellence through recruiting faculty of recognized national and international stature and providing research support to promising junior faculty. The university has also improved its recruitment of high-caliber graduate students through fellowships and assistantships and has focused efforts on the recruitment and retention of minority students. Undergraduate education has been enhanced by recruiting faculty in historically underfunded disciplines and by strengthening academic and faculty support through the acquisition of computer and other equipment, library materials and the necessary technical support staff.

The restoration to the Governor's recommendation for FY1990 of \$3,055,500 for the Rutgers General University and \$90,000 to the Agricultural Experiment Station will provide some assistance in preserving important features of the state university's programs. Without the restorations, the university will have to impose significant restrictions on its academic and administrative operations. Class size will be increased because of fewer class sections; the purchase of essential computers will be deferred; and there will be delays in the acquisition of instructional equipment and library materials. In addition, without this restoration, important renovations will be deferred, the development of efficiency-improving administrative computer systems will be delayed, and some layoffs may become necessary. Should the coalition request be funded, it would be possible to mitigate, to some degree, the anticipated 10% tuition increase for 1989-90.

**Recommended
Increase**
\$ 414,500

NEW JERSEY INSTITUTE OF TECHNOLOGY

The Higher Education Coalition is requesting a restoration of \$414,500 for the New Jersey Institute of Technology (NJIT), the state's only public, comprehensive technological university. The Institute is enjoying a growing national prominence in areas such as toxic waste disposal, industrial automation and electronic communications. NJIT's programs are computer-intensive and require extensive resources including state-of-the-art scientific and industrial equipment. In addition, the Institute has a number of new public service and academic support programs that require extensive human resources as well.

The \$414,500 request is one-half of the amount of the difference between NJIT's FY1989 adjusted appropriation and the FY1990 Governor's Budget recommendation. Without restoration of this amount, the students of NJIT will face an extraordinary tuition increase--perhaps as much as 15%.

**Recommended
Increase**
\$ 1,382,000

UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY

The University of Medicine and Dentistry (UMDNJ) has identified five critical areas for the application of the \$1.4 million restoration being requested by the higher education coalition. The first area to be addressed is faculty enhancement and the recruitment of departmental chairs for microbiology and oral and maxillofacial surgery at New Jersey Medical School and pediatrics at

Robert Wood Johnson Medical School for a total cost of \$374,000. In addition, \$450,000 would be expended for the Centers of Excellence at New Jersey Medical School, Robert Wood Johnson Medical School, the School of Osteopathic Medicine, New Jersey Dental School, the School of Health Related Professions, and University Hospital. The Centers of Clinical/Research/Educational Excellence focus upon critical health care and educational issues such as AIDS research, the management of digestive diseases, musculoskeletal problems, and enhancements to nursing education.

Minority recruitment and retention programs would be enhanced with \$100,000, and \$145,000 would be directed to dental school recruitment efforts and expansion of the library system. The remaining \$313,000 would be devoted to expanded information systems and physical plant needs.

**Recommended
Increase
\$ 2,111,000**

NEW JERSEY STATE COLLEGES

Our state colleges are making rapid gains toward becoming institutions of extraordinary quality. We are recommending additional funding of \$2.1 million to supplement the Governor's recommendation. This additional request for the state colleges will fund program priority packages recommended by the Board of Higher Education. As such, these funds will address the need for additional faculty, academic support needs (academic computing network, library services) and campus physical plant needs. Listed below are the projects that could be completed if funding is provided.

| | <u>Coalition Request</u> |
|--------------|-------------------------------------|
| Edison | \$ 40,000 |
| Glassboro | 281,000 |
| Jersey City | 213,000 |
| Kean | 319,000 |
| Montclair | 369,000 |
| Wm. Paterson | 304,000 |
| Ramapo | 131,000 |
| Stockton | 169,000 |
| Trenton | <u>285,000</u> |
| TOTAL | \$2,111,000 |

- Edison - \$40,000 would be utilized to meet salary costs.
- Glassboro - \$81,000 would be used to purchase books for the library. The remaining \$200,000 will be used for preventive maintenance of the physical plant and to improve the safety program at the college.
- Jersey City - \$140,000 would be used to provide emergency generators in two buildings. \$73,000 would help complete the academic computing network which would connect to the mainframe computer.
- Kean - \$319,000 restored to the college would permit the strengthening of the Learning Assistance Program by improving student access and persistence. Funds would also be used to improve recruitment of minority students through the Bridge Program established for minority upper elementary and high school students from surrounding school districts.
- Montclair - \$369,000 restored to the college would permit the following improvements: It would be possible to restore four faculty positions, permitting the offering of essential courses, enabling students to graduate on time, and reducing class size. Four staff would be retained, improving security and other services. The impact of a substantial tuition increase would be reduced and access increased.
- Wm. Paterson - \$304,000 would begin the implementation of a campus-wide data/video communication network allowing faculty, staff, and students to access academic and administrative information systems. This network would enable faculty, researchers, administrators and students to utilize this technology for teaching, study, research, and other learning processes.
- Ramapo - \$60,000 would be used to enhance the quality of general education programs by hiring two faculty members to teach 16 general education classes thereby freeing other faculty to teach upper level courses. \$55,000 would be used to purchase computer equipment for student word processing stations in the library. Finally, the purchase of a van for \$16,000 would provide transportation for disabled students who are attracted to the barrier-free campus.

- Stockton - \$169,000 would be used by the college to improve the realignment and banking of a college roadway curve which has been the site of numerous accidents. In addition, the funds would provide an improved power supply system for the computer center.
- Trenton - \$285,000 restored would provide funds for deferred maintenance and renovation projects. Funds would also be used to support library transition to on-line technology.

ATTACHMENT A

DEPARTMENT OF HIGHER EDUCATION
OFFICE OF GRANTS AND SCHOLARSHIPS
ESTIMATED TUITION AID GRANT EXPENDITURES FOR 1989-90

AWARD AVERAGE MAXIMUMS INCREASED 10% AT COUNTY & STATE COLLEGE SECTORS
AWARD MAXIMUMS INCREASED 10% AT RUTGERS & NJIT
AWARD MAXIMUM INCREASED 12% AT INDEPENDENT SECTOR

FY90 BUDGET REQUEST

| NJEI | ESTIM. AVERAGE FAMILY INCOME | COUNTY | | | STATE | | | INDEPENDENT* | | | RUTGERS | | | NJIT | | | TOTAL | | |
|----------------------------------|---------------------------------------|------------|-----------------|----------------|------------|-----------------|----------------|--------------|-------------|----------------|------------|-------------|----------------|------------|-------------|----------------|------------|----------------|--|
| | | NUM BER | AWARD AVG.'S | FUNDS (000) | NUM BER | AWARD AVG.'S | FUNDS (000) | NUM BER | AWARD \$ | FUNDS (000) | NUM BER | AWARD \$ | FUNDS (000) | NUM BER | AWARD \$ | FUNDS (000) | NUM BER | FUNDS (000) | |
| Under 1500 | 12400 | 5720 | 940 | 5377 | 5520 | 1510 | 8335 | 3550 | 3300 | 11715 | 3600 | 2280 | 8208 | 620 | 2600 | 1612 | 19010 | 35247 | |
| 1500- 2499 | 23100 | 1000 | 830 | 830 | 1570 | 1370 | 2151 | 1150 | 3000 | 3450 | 1180 | 2100 | 2478 | 160 | 2340 | 374 | 5060 | 9283 | |
| 2500- 3499 | 27000 | 670 | 640 | 429 | 1220 | 1080 | 1318 | 910 | 2500 | 2275 | 960 | 1800 | 1728 | 100 | 2000 | 200 | 3860 | 5950 | |
| 3500- 4499 | 30600 | 500 | 400 | 200 | 1000 | 880 | 880 | 760 | 2100 | 1596 | 810 | 1500 | 1215 | 80 | 1700 | 136 | 3150 | 4027 | |
| 4500- 5499 | 33800 | | | | 790 | 610 | 482 | 650 | 1800 | 1170 | 650 | 1300 | 845 | 70 | 1500 | 105 | 2160 | 2602 | |
| 5500- 6499 | 36700 | | | | 620 | 400 | 248 | 560 | 1400 | 784 | 600 | 900 | 540 | 60 | 1100 | 66 | 1840 | 1638 | |
| 6500- 7499 | 37400 | | | | | | | 500 | 1000 | 500 | 470 | 700 | 329 | 40 | 900 | 36 | 1010 | 865 | |
| 7500- 8499 | 40700 | | | | | | | 440 | 800 | 352 | 390 | 400 | 156 | 30 | 600 | 12 | 860 | 520 | |
| 8500- 9499 | 48000 | | | | | | | 350 | 400 | 140 | | | | | | | 350 | 140 | |
| SUBTOTAL | | 7890 | 866 | 6836 | 10720 | 1251 | 13414 | 8870 | 2478 | 21982 | 8660 | 1790 | 15499 | 1160 | 2191 | 2541 | 37300 | 60272 | |
| FY90 TUITION ADJUSTMENT | | | | 668 | | | 1455 | | | 2885 | | 1406 | | | 243 | | | 6657 | |
| TOTAL | | 7890 | 951 | 7504 | 10720 | 1387 | 14869 | 8870 | 2803 | 24867 | 8660 | 1952 | 16905 | 1160 | 2400 | 2784 | 37300 | 66929 | |
| REVENUES AND EXPENDITURES | | | | \$ (000) | | | | | | | | | | | | | | | |
| ----- | | | | ----- | | | | | | | | | | | | | | | |
| FY1990 BUDGET RECOMMENDATION | | | | 64,869 | | | | | | | | | | | | | | | |
| FY1990 ESTIMATED SSIG ALLOCATION | | | | 1,884 | | | | | | | | | | | | | | | |
| FY1989 ESTIMATED CARRY FORWARD | | | | 928 | | | | | | | | | | | | | | | |
| ----- | | | | ----- | | | | | | | | | | | | | | | |
| TOTAL AVAILABLE FUNDING | | | | 67,681 | | | | | | | | | | | | | | | |
| ESTIMATED FY1990 EXPENDITURES | | | | 66,929 | | | | | | | | | | | | | | | |
| ----- | | | | ----- | | | | | | | | | | | | | | | |
| ESTIMATED FY1990 BALANCE | | | | 752 | | | | | | | | | | | | | | | |

*FY90 budget request contains a recommended \$3,700 maximum award level in the independent sector for students with an NJEI under 1500.

HIGHER EDUCATION SYSTEM BUDGET COALITION

| | FY1989 | FY1990 | FY1990 | DOLLAR/PERCENT | FY 1990 |
|--------------------------|---------------|-----------------|---------------|-----------------------|------------------------|
| | ADJUSTED | BHE | GOVERN. | RECOMM. & | COALITION |
| | APPROP | RECOMM. | RECOMM. | FY89 ADJUSTED APPROP. | REQUEST |
| | (1) | (2) | (3) | (4) | (5) |
| RUTGERS--GENERAL INST. | \$239,831,000 | \$254,409,083 | \$233,720,000 | (\$6,111,000) | -2.5%: \$3,055,500 |
| AG. EXPERIMENT STATION | 20,403,000 | 24,142,158 | 20,223,000 | (180,000) | -0.9%: 90,000 |
| STATE COLLEGES | 230,319,000 | 245,215,744 | 230,755,000 | 436,000 | 0.2%: 2,111,000 |
| UMDNJ | 166,379,000 | 180,175,609 | 163,615,000 | (2,764,000) | -1.7%: 1,382,000 |
| NUJT | 42,553,000 | 46,777,781 | 41,724,000 | (829,000) | -1.9%: 414,500 |
| AID TO INDEPENDENTS | 24,290,000 | 27,684,000 | 23,805,000 | (485,000) | -2.0%: 485,000 |
| COUNTY COLLEGES | 109,586,000 | 124,377,000 | 108,976,000 | (610,000) | -0.6%: 4,201,000 * |
| TUITION AID GRANT | 56,180,000 | 64,869,000 | 56,353,000 | 173,000 | 0.3%: 7,000,000 (a) |
| EDUCATIONAL OPPORT. FUND | 23,131,000 | 29,078,000 | 23,256,000 | 125,000 | 0.5%: 3,150,000 (b)(c) |
| OTHER HEALTH PROGRAMS | 4,734,000 | 4,841,000 | 3,551,000 | (1,183,000) | 0.0%: 591,500 |
| OTHER SUPPORT PROGRAMS | 9,575,000 | 14,242,000 | 7,405,000 | (2,170,000) | -22.7%: 1,750,000 |
| CAPITAL | 16,000,000 | 40,895,000 | 0 | (16,000,000) | -100.0%: 9,000,000 ** |
| TOTAL | \$942,981,000 | \$1,056,706,375 | \$913,383,000 | (\$29,598,000) | -3.1%: \$33,230,500 |

* Includes operating aid and minor capital

** Does not include funding request for EOHHSI
BHE approved construction of the center and
will support legislation to finance its
construction

(a) assumes average public sector tuition increases of 10%
see breakdown by sector on page 2
(b) estimates minimum increase needed to continue program
article III (grants) \$1.3 million and article IV (support) \$1.1 million
(c) includes \$750,000 to support extension of EOF support services
to non-EOF minority

DEPARTMENT OF HIGHER EDUCATION
 COALITION RECOMMENDATIONS

| | FY1989 ADJUSTED APPROP. | FY1990 BHE RECOMM. | FY 1990 GOVERN. RECOMM. | COALITION REQUEST |
|-------------------------------|-------------------------------|--------------------------|-------------------------------|----------------------|
| OTHER SUPPORT PROGRAMS | | | | |
| PRE-COLLEGE ACADEMIC | \$ 2,590,000 | \$ 4,090,000 | \$ 2,340,000 | \$ 750,000 |
| CHALLENGE TO THE INDEPENDENTS | 6,000,000 | 9,000,000 | 4,500,000 | 750,000 |
| MARINE SCIENCE CONSORTIUM* | 985,000 | 1,152,000 | 565,000 | 250,000 |
| SUBTOTAL | \$ 9,575,000 | \$ 14,242,000 | \$ 7,405,000 | \$ 1,750,000 |

*Since the Governor's Budget Recommendation for FY1990 was developed, the Marine Science Consortium has been recommended for Sea Grant college status. Federal funding would be seriously jeopardized if matching funds are not available for Marine Science Consortium.

OTHER HEALTH PROGRAMS

FAIRLEIGH DICKINSON UNIVERSITY DENTAL \$ 4,734,000 \$ 4,841,000 \$ 3,551,000 \$ 591,500

TAG AWARD TABLE BY SECTOR
 (\$000)

| | COUNTY COLLEGES | STATE COLLEGES | INDEPENDENT COLLEGES | RUTGERS** | MLIT | TOTAL |
|---------------------------|--------------------|-------------------|-------------------------|-----------|----------|---------------|
| BHE RECOMMENDATION | \$ 7,504 | \$ 14,869 | \$ 24,867 | \$ 16,905 | \$ 2,784 | \$ 66,929 *** |
| GOVERNOR'S RECOMMENDATION | 6,439 | 12,997 | 22,683 | 15,225 | 2,565 | 59,909 *** |
| COALITION RECOMMENDATION | \$ 1,065 | \$ 1,872 | \$ 2,184 | \$ 1,680 | \$ 219 | \$ 7,020 |

**Includes UMDNJ

***Includes State Student Incentive Grant and funds carried forward
 3/10/89czw

DEPARTMENT OF HIGHER EDUCATION
FY1990 CAPITAL PLANCAPITAL RENEWAL AND REPLACEMENT
INSTITUTION REQUESTS

March 15, 1989

| <u>INSTITUTION</u> | <u>PROJECTS</u> | <u>COST</u> |
|-----------------------------------|---|---------------------|
| <u>GLASSBORO STATE COLLEGE</u> | | |
| <u>PRIORITY #1</u> | | |
| | 1. Repair walks, curbs, roads, parking lots | \$ 211,000 |
| | 2. Provide lighting for walks | 53,000 |
| | 3. Replace elevators: Westby | 60,000 |
| | 4. Replace elevators: Wilson | 60,000 |
| | | <u>\$ 384,000</u> |
| <u>JERSEY CITY STATE COLLEGE</u> | | |
| <u>PRIORITY #1</u> | | |
| | 1. Replace sections of campus steam lines | \$ 145,000 |
| | 2. Replace secondary switchgear: provide lightning protection: Irwin | 150,000 |
| | | <u>\$ 295,000</u> |
| <u>KEAN COLLEGE OF NEW JERSEY</u> | | |
| <u>PRIORITY #1</u> | | |
| | 1. Provide sump pumps for steam manholes | \$ 62,000 |
| | 2. Repave walks: provide new walks | 230,000 |
| | 3. Complete campus lighting programs; provide lighting for main entrance road, parking lots (2) | 275,000 |
| | 4. Provide site drainage improvements - Phase #1 | 275,000 |
| | 5. Replace floor coverings: Administrative Services, Bruce, Downs, Hutchinson, Vaughn Eames, Willis - Phase I | 285,000 |
| | 6. Replace cooling tower - student activities building | 66,000 |
| | | <u>\$ 1,193,000</u> |

MONTCLAIR STATE COLLEGE

PRIORITY #1

| | |
|--|---------------------|
| 1. Replace heating pipes: Life | \$ 200,000 |
| 2. Repair bridge on Clove Road | 80,000 |
| 3. Repair structural systems: College Hall, Panzer | 125,000 |
| 4. Replace interior doors: College Hall, Music Panzer, etc. | 75,000 |
| 5. Replace electric panels: Chapin, College Hall, Russ; connect emergency generator to additional equipment: Boiler House, Maintenance Building | 75,000 |
| 6. Replace underground fire alarm wire | 100,000 |
| 7. Replace chiller; ductwork: Partridge | 250,000 |
| 8. Provide steps, walks-Phase #2: Northern campus roads | 100,000 |
| 9. Replace steam lines between buildings: Chapin, Russ | 100,000 |
| | <u>\$ 1,105,000</u> |

NEW JERSEY INSTITUTE OF TECHNOLOGY

PRIORITY #1

| | |
|--|-------------------|
| 1. Repair exterior of Eberhardt (brickwork, windows) - Phases 1 | \$ 575,000 |
| | <u>\$ 575,000</u> |

WM. PATERSON COLLEGE OF NEW JERSEY

PRIORITY #1

| | |
|--|------------------|
| 1. Replace equipment (emergency generators fume hood ducts) Phase #1: Various buildings | \$ 451,000 |
| 2. Retrofit ventilation system: Shea | 135,000 |
| | <u>\$586,000</u> |

RAMAPO COLLEGE OF NEW JERSEY

PRIORITY #1

| | |
|---|---------------------|
| 1. Replace boilers - Phase #1: Boiler House | \$ 224,000 |
| 2. Replace chillers - Phase #1: Boiler House | 230,000 |
| 3. Retrofit HVAC systems (classrooms, laboratories): Science | 250,000 |
| 4. Repair building (exterior walls, roof) Physical Education | 300,000 |
| | <u>\$ 1,004,000</u> |

RUTGERS, THE STATE UNIVERSITY

PRIORITY #1

| | |
|---|---------------------|
| 1. Provide life-safety improvements make-up air, new fume hoods, etc.): Lipman, Martin | \$ 770,000 |
| 2. Repair interior, exterior damage due to vandalism, water penetration; replace roof: Poetry Center (Camden) | 470,000 |
| | <u>\$ 1,240,000</u> |

STOCKTON STATE COLLEGE

PRIORITY #1

| | |
|--|-------------------|
| 1. Replace section of campus sewage line with a lift station and new pipe | \$ 183,000 |
| 2. Replace, add lighting at walks, parking lots; replace underground wiring with conduit wiring | 350,000 |
| 3. Provide for handicapped accessibility (exterior ramp; Gallery doors; hardware on Gallery, restroom doors; restroom vanities, towel holders; chair lifts at pool, Performing Arts Center, 300 Shore Road, entrances to handball courts) | 300,000 |
| | <u>\$ 833,000</u> |

TRENTON STATE COLLEGE

PRIORITY #1

| | |
|---|-------------------|
| 1. Provide ventilation for lab fume hoods: Holman | \$ 735,000 |
| 2. Provide ventilation, waste tank: Crowell | 100,000 |
| | <u>\$ 335,000</u> |

UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY

PRIORITY #1

| | |
|--|-------------------|
| 1. Replace exterior doors: Medical School (Piscataway) | \$ 75,000 |
| 2. Retrofit hot food elevators (2): Hospital (Newark) | 200,000 |
| 3. Replace automatic exterior doors: Hospital, Dental School (Newark) | 50,000 |
| 4. Rebuild HVAC fans: Hospital (Newark) | 90,000 |
| 5. Repair or replace interior, exterior doors; upgrade automatic doors; Medical Science, Administrative (Newark) | 535,000 |
| | <u>\$ 950,000</u> |

GRAND TOTAL \$ 9,000,000

April 25, 1989

PROGRESS REPORT ON 1989-90 BUDGET

As you may have read in the press, the State of New Jersey is facing serious budget deficits for the coming year.

Therefore, in planning for the next academic year, it is critically important for all members of the campus community to fully understand the projected status of the FY 89-90 budget. This communique outlines some of the major elements of the budget message and provides a progress report of the status of the budget process, and outlines a number of critical steps that must be taken in preparation for the coming academic year.

The good news is that due to commitment of the County, the capital budget this year will permit us to acquire much needed equipment and to make some improvements to our physical plant.

Unfortunately, capital and operating budgets are not interchangeable, and the projections for operating support are far less positive.

As of this writing, the operating budget for the fiscal year 1989-90 for Middlesex County College has been approved by the Board of Trustees and the Board of School Estimate at \$32,365,963. This represents an increase of 7.5 percent in relation to fiscal 1988-89.

Support from the County of Middlesex represents 33.9 percent of the anticipated revenue. For this year, the increase approved by the County is \$738,181 and represents an increase of 7.22 percent. Recall, that the income received from the County is considered the "balancer" in the budget-making process, and at this point, is one of two fixed amounts in projecting next year's revenue.

The other fixed element is the 1989 fund balance. For the year ended June 30, 1988, the College had a remaining unrestricted current fund balance of \$609,000, which was allocated in its entirety to fiscal 1990 operations. That amount represented 1.9 percent of the total operating needs for the College for fiscal 1990.

In addition, the College receives other sources of revenue including reimbursement of expenses from outside sources, i.e., federal grant programs, rental income, interest income, etc. For fiscal 1990, it is anticipated that \$1,566,390 will be generated from that type of revenue which represents 4.8 percent of our total budgetary needs.

The third major component of our budget is student tuition and fees which represents approximately 31 percent of the total budget. The tuition income is derived from a projection of approximately 202,695 student credit hours for 1989-90. This is based on the estimates for enrollment incurred during this current year with a tuition increase to full-time students from \$888 to \$960 per Year or 8.1 percent. Part-time tuition rates have also been increased from \$37 to \$40 per credit hour, or approximately 8.1 percent.

An examination of high school enrollment data reflects a decline in the senior high school class of approximately 6 percent. For the past several years we have, through a variety of recruitment and retention activities, managed to withstand the negative demographic trends. As the cumulative effects of these trends continue through 1994, we will need to redouble our efforts if we are to meet our projected enrollment targets. Your active participation in our recruitment and retention activities is critically important in maintaining our enrollment.

The last remaining major portion of the budget is income from State aid, which was estimated in the amount of \$9,030,540 representing 27.9 percent of our required revenue needs for fiscal 1990. I previously reported that the Board of Higher Education had recommended a budget for the community colleges of \$124 million. That amount represented a \$15 million or a 13.8 percent increase over the adjusted appropriation for fiscal 1989 and would have provided for a number of important programmatic initiatives. Unfortunately, the Governor's budget, which was presented to the New Jersey Legislature in January, 1989, recommended a decrease in operating support of \$1.7 million dollars. Here at Middlesex, the programmatic impact is close to a \$500,000 reduction to the FY 90 budget, resulting in a freeze of \$350,000 of vacant personnel lines affecting services throughout the College, plus a further reduction of more than \$100,000 in supplies, equipment and travel.

As difficult as the current situation may be, it does not compare to the dire predictions of what may follow. The Senate Finance and Assembly Appropriations Committees are now in session. This year, due to revised projections of even greater State revenue shortfalls, their task may be to impose yet further reductions in order to respond to the fiscal crisis facing the State.

At Middlesex, further erosion of our financial base will have a far reaching impact on the quality of our programs, our ability to serve our students and to retain our personnel.

The higher education community has joined together in a common effort to preserve higher education in New Jersey. We have presented testimony before both legislative committees and have met with our legislative representatives. But we cannot do it alone.

The quality of the next academic year will depend on our ability to respond with a single voice.

Please contact the following legislators urging their support of the coalition request. We are requesting \$3.2 million added back to operating aid and \$1 million in minor capital.

Assemblyman Robert G. Smith
44 Stelton Road
Piscataway, NJ 08854

Senator John A. Lynch
100 Bayard Street
New Brunswick, NJ 08901

Senator Laurence S. Weiss
165 Washington Street
P.O. Box 229
Perth Amboy, NJ 08862

Governor Thomas H. Kean
State Capital
West State Street
Trenton, NJ 08625

Your efforts are the key to convincing the legislature and the governor to maintain the State's financial commitment to the operation of our College.

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